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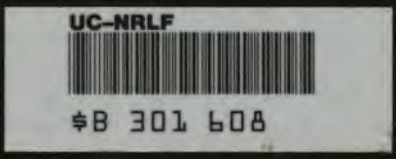

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CHOOSING AN OCCUPATION

A LIST OF BOOKS AND REFERENCES ON VOCATIONAL CHOICE, GUIDANCE AND TRAINING, IN THE BROOKLYN PUBLIC LIBRARY

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PREFACE.

This is a selected list on the related subjects of vocational choice, vocational guidance, and vocational training, subjects which are today engaging the attention of the educational world and of parents and pupils as never before, and which are regarded by many educators and thinkers as constituting the most pressing demand upon the public school system of the United States. Vocational training or education, of which the other topics are parts or phases and which includes industrial, technical, agricultural, commercial, and professional education, is designed to train the youth of the country for their future work by giving them studies and practical work which will fit them to enter the more quickly and readily upon their occupational careers and to be more efficient in them. It is a tremendous problem and task, at which we have only made a beginning in the secondary schools and which therefore remains largely to be worked out and accomplished. Vocational guidance, as Mr. Meyer Bloomfield has clearly shown in his monograph on the subject, does not mean helping boys and girls to find work or fitting an occupation to the attainments that a boy or girl now has (this has been called *vocational placement*), but does mean finding the kind of work they are best fitted by nature and training to do well, or, in other words, bringing to bear on the choice of a vocation organized common sense. Until vocational training and vocational guidance can be more thoroughly and generally carried out, parents and teachers must rely more or less upon unsystematic and uninformed methods of selecting occupations, but even in the short time that has elapsed since the matter was first taken up by educators not a little advance has been made over the haphazard methods of entering upon a career or "getting a job" formerly in operation.

This list is divided into three parts: I. Vocational choice, under which head are listed books which may be informing or suggestive to teachers, parents and pupils. II. Vocational guidance, in which section are included books of interest more especially to teachers. III. Vocational training, under which head are listed books treating

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this subject theoretically and practically and appealing to the attention of teachers, educational officials, and others, such as lawmakers, who have to deal with public educational affairs.

Under Section I. have been listed a considerable number of so-called "inspirational" books, or books of counsel and advice as to ideals, personal qualities, conduct of life, and the like, with the thought that suggestions as to a few such books that are suitable to read may be of profit to those beginning life.

Many other books than those that are included have been examined and have been rejected as containing little or nothing of value not elsewhere found, the aim having been especially to select for inclusion the books which would seem to be the more useful and not to accumulate an imposing number of titles.

Most of the books and all of the pamphlets, etc., are to be obtained or consulted at the Montague Branch, 197 Montague Street.

A few references to periodical articles are included under the section dealing with specific occupations. The *Readers' guide to periodical literature* should be consulted for references to articles on the general subject in magazines. The Montague Branch of the Library takes about twenty educational periodicals, including those indexed in the *Readers' guide,* the bi-monthly magazine *Vocational education,* and some magazines and papers not indexed in the *Readers' guide.*

BIBLIOGRAPHIES

Bloomfield, Meyer. References. (In his Vocational guidance of youth. [c1911.] pp. 117-[120]. 607B65.)

Boston (Mass.) Vocation bureau. Bibliography of books and periodicals in English and German dealing with vocational direction. n. d. pamphlet.

Preliminary edition.

Boston (Mass.) Women's educational and industrial union.

References on Vocational guidance, vocations for girls, medicine as an occupation for women, etc. Typewritten copy at Montague Branch.

Brundage, H. D. and **Richards,** C. R. Selected bibliography on industrial education. (In National educational association. Report of the Committee on the place of industries in public education. 1910. 371.4N27R.)

The aim was to select the most serviceable books, reports and periodical contributions.

Chamberlain, Arthur H. Bibliography of technical education. (In his Condition and tendencies of technical education in Germany. 1908. 607C44.)

Many German titles are included.

Chicago (Ill.) Public library. Vocational and industrial education and vocational guidance. (In its Book bulletin, March 1912. pp. 45-46.)

A list of books, pamphlets and documents. May be seen at the Administration Department, 26 Brevoort Place.

Columbia University. Teachers college. Annotated list of books relating to industrial arts and industrial education. 1911. Pamphlet.

Part VII. pp. 35-43. Industrial education: 1. General. 2. Vocational schools. 3. Trade schools and technical education. 4. Continuation, apprentice and other supplementary schools.

Cooley, Edwin G. Bibliography on vocational education in Europe. (In Chicago (Ill.) Commercial club. Vocational education in Europe. 1912. 607C53C.)

Precedes table of contents and consists mainly of German titles.

Davis, B. M. Agricultural education. (In his Agricultural education in the public schools. 1912. 371.4D26.)

An annotated bibliography representative of the literature of the different phases of the subject.

Dean, Arthur D. Bibliography of vocational education. (In his (The) Worker and the state. 1910. pp. 345-355. 371.4D28.)

A comprehensive list of books, designed to be helpful to teachers, students and others.

Grand Rapids (Mich.) Public library. List of books on vocational guidance. (In its Bulletin, October, 1911, pp. 150-156.)

Prepared for teachers and pupils and used in connection with a course of study and work in vocational guidance conducted by the English department of the Central High School of that city. The list will also be found in Leavitt, F. M. Examples of industrial education. 1912. Chapter XVI. 371.4L43.

Hanus, Paul H. Industrial education. (In Harvard university. Guide to reading in social ethics and allied subjects. 1910. R016H33G.)

Selected and fully annotated.

King, Irving. References on vocational guidance. (In his Social aspects of education. 1912. Chapter IX. (e) and X. (d). 370K52.)

Laselle, M. A. and **Wiley,** K. E. Vocations for girls. c1913. 396L34.

There is a brief bibliography in the appendix.

McKeever, William A. Training the boy. 1913. 170M154

There are brief bibliographies on vocational training, vocational guidance, etc., at the ends of the chapters.

Maine. Industrial education committee. Report, 1910. 1910. 607M22.

Part VIII. is a Bibliography of pamphlets on the subject.

Michigan. Industrial and agricultural education commission. Report...to the governor...December, 1910. [1910] 371.4M62.

Bibliography on industrial education and also one on agricultural education, the latter brief, pp. 93-95.

New York (City). High school teachers' association. Students' aid committee. Index to vocational literature. (In its Choosing a career; a circular of information for boys. c1909. pp. 21-28.)

The companion pamphlet for girls also gives references to books and articles dealing with various occupations.

New York School of philanthropy. Vocational guidance. (In its Library bulletin no. 2, November 1911.)

A selected annotated list which does not cover publications previous to 1909 or magazine articles indexed in the Readers' guide.

Richards, C. R. Selected bibliography on industrial education. (In National society for the promotion of industrial education. Bulletin no. 2 (July 1907). 607N27.)

Richards, C. R. Selected bibliography on industrial education. (In New York (State). Labor dept. Annual report, no. 8 [v. 2]. 1909. Pt. VIII. R331N56.)

Is a part of a report by Mr. Richards on the conditions of industrial training in the State. The bibliography is annotated, consists mainly of books since 1892 and articles since 1900, and omits references to manual training and higher technical education.

United States. Commerce and labor, department of. Selected bibliography on industrial education. (In the 25th annual report of the Commissioner of labor for 1910. Chapter XVII., pp. 521-553.)

Covers "the main studies and investigations of the subject already made both in the United States and abroad."

Weeks, Ruth Mary. Bibliography on vocational training. (In her People's school. 1912. 371.4W396.)

The object in compiling this bibliography was to make it as brief and as representative as possible.

Woerishoffer, Carola. Select list of books in the English language on women in industry. (In Academy of political science, N. Y. Economic position of women. 1910. 306A16.)

LIST OF BOOKS, ETC.

I. THE CHOICE OF AN OCCUPATION.

A. Some books on success, conduct of life, and the like.

Abbott, Lyman, D.D. ed. How to succeed. 1882. 607A13

Brief essays on various callings by prominent representatives of each, the introductory and final essays being by the editor.

In public life, by Hon. T. F. Bayard and Hon. Geo. F. Edmunds; As a minister, by Rev. John Hall, D.D.; As a physician, by Willard Parker, M.D.; As a civil engineer, by Gen. W. S. Smith; As an artist, by W. Hamiliton Gibson; In mercantile life, by a New York merchant; In business life, by L. Valentine; As a musician, by L. Damrosch; In farming, by Hon. G. B. Loring; As an inventor, by T. A. Edison; In literature, by E. P. Roe.

Allen, James. Eight pillars of prosperity. 1911. 170A42M

"The roof of prosperity," which "rests upon a moral foundation," is supported by eight pillars: energy, economy, integrity, system, sympathy, sincerity, impartiality, and self-reliance. These qualities are discussed, each in a separate chapter.

Beveridge, Albert J. (The) Young man and the world. 1906. 170B57

Consists of papers originally published in the Saturday Evening Post. They give counsel as to conduct, tell of opportunities in law, the ministry, public life, etc., and make suggestions as to education and training.

Bierbower, A. How to succeed. 1900. 170B58

A book of general advice as to health, work, honesty, persistency, etc. Chapter X. Find where your greatest power is. XX. Be ready for opportunities.

Bok, Edward W. Successward. 1895. 174B68

"A young man's book for young men." Aims to remove the wrong conception of success and to show that the truest and best success is possible to any young man of honorable motives. Gives counsel as to business, social, domestic and religious life, amusements, dress, and other matters of importance to young men.

—— Young man in business. 1900. 174B68Y

General advice as to the qualities, conduct, etc., essential to genuine success in business.

Bryant, Ernest A. New self-help. 1908. 174B91

"A story of worthy success achieved in many paths of life, by men and women of yesterday and to-day." Intended to stimulate men and women again to do what men and women have once done.

Crafts, Rev. W. F. Successful men of today and what they say of success. 1905 c1883-1905. 174C88S

Based upon facts and opinions gathered by letters and personal interviews from 500 prominent men and upon many more published sketches.

Faris, John T. "Making good"; pointers for the man of tomorrow. [c1911.] 170F22

Tells some of the things the author has been trying to learn during years of intimate association with other young men, for the most part by means of incidents from the lives of actual young men. Is designed to show that none but those who struggle can count on achieving success and that the best success comes to the man who works for others as well as for himself.

Fowler, jr., N. C. (The) Boy, how to help him succeed; a symposium of successful experiences. [c1902.] 174F78

The first part of the book is a general discussion of the subject, including advice on the conduct of life, and the like. The last part, p. 164 ff., "The Voice of distinguished experience," consists of answers by 319 men to a series of twenty-five "vital, broad, comprehensive and specific questions bearing on the subject."

—— How to get and keep a job. 1912. 607F78H

Tells how to apply for a position, how to write answers to advertisements, how to appear before the employer, how to hold a position, how to obtain promotion, how to use your friends, etc. The first two chapters deal with, What to do; Trade, business, or profession.

—— How to get your pay raised. 1912. 607F78Ho

Sets forth the underlying principles which lead to promotion. The author was assisted by sixty-nine men of marked achievement, who state briefly what contributed to their advancement in salary or position. Chapter II. is on choosing a position.

Hall, S. R. How to get a position and how to keep it. 1908. 607H17

"With special hints to various classes of occupants." Chapter I. Special ability and the choice of an occupation.

Knowlson, T. S. Art of success. 1902. 174K73

An English book, in which the aim has been to tell the real truth about success, considering its difficulties and limitations and then dealing with the more constructive side of success, the first point being the emphatic need of finding a suitable occupation. Originality is declared to be the one key to open the door of prosperity.

Lewis, Rev. O. A. Manhood-making. [c1902.] 174L67

Studies in the elemental principles of success, in which are embodied answers to thirteen questions by forty-two successful business and professional men. Chapter VI. Choosing a vocation.

Lyon, E. F. Successful young woman. c1911. 396L991

Counsel to young women on conduct in the home and in the world. Her education, friendships, occupations, influence, and affections are taken up.

Maclean, J. Winning the front place. c1908. 174M16

"A book of ideals and illustrations from real life on working for the best, and winning the first places in the world." Full of good counsel on the conduct of life, study, etc., for the young. Chapter II., Choosing a profession, gives briefly advice of a general character.

Marden, O. S. Getting on. [1910.] 170M32Ge

Describes the qualities, qualifications, etc. which make for true success in life and gives advice and counsel as to how to acquire and cultivate them and how to train and conduct one's self so as to be efficient.

—— Pushing to the front; or, Success under difficulties. [c1894.] 170M32

"A book of inspiration and encouragement to all who are struggling for self-elevation along the paths of knowledge and of duty." Similar in purpose and scope to "Rising in the world." Chapter XVIII. Vocations good and bad.

—— Rising in the world; or, Architects of fate. [c1895-97.] 170M32R

"A book designed to inspire youth to character building, self-culture and noble achievement." First published in 1895 as Architects of fate; or, Steps to success and power...(170 M32A). The inspiration is conveyed mainly through stories of men and women who have "brought great things to pass." Chapter VI. What career?

—— Young man entering business. [c1903.] 174M32

Besides general counsel on the essential qualities and conditions of success in life and on the conduct of life, there are the following chapters: IV. Choosing a vocation. V. Prospects ruined by parents' choice of career. VI. Avoid misfit occupations. VII. Getting a situation.

Mathews, William. Conquering success; or, Life in earnest. 1903. 174M42C

Chapter III. is on "Choice of a calling." The remainder of the book is devoted to general advice and suggestions.

Peters, Madison C. Strenuous career; or Short steps to success. [c1908.] 174P48

"Nuggets of wisdom, advice to the young, problems of life, success and failure, examples of great men, keen and witty sayings and many important subjects of paramount interest to boys and men, whether country or city-bred, revealing to the ambitious man or boy the secrets of success and the victories of life." Chapter I. Getting on the right track; Chapter II. The Age of the trained man.

Reich, Emil. Success in life. 1907. 174R34

Counsel drawn from the author's experiences. Written from the English viewpoint. First part: I. Introduction. II. The Principles of energetics. III.-XVII. The Constants of success. Second part: XVIII.-XX. The Variables of success. Third part—Success in special branches: XXI. The Journalist. XXII. The Novelist. XXIII. The Dramatist. XXIV. The Scholar. XXV. The Artist. XXVI. Lawyers and doctors. XXVII. The Statesman. XXVIII. The Business man. XXIX. Success among women.

Shaw, Albert. Outlook for the average man. 1907. 304S534

This book consists of material originally used in public addresses to young men and having to do with the relation of the individual to present social, economic and political conditions in the United States. The author's conclusion is that life offers rewards and opportunities as never before.

Tapper, Thomas. Youth and opportunity; being chapters on the factors of success. [c1912.] 174T17

The subjects about which counsel is given are equipment, efficiency, culture, activity, resources, achievement and the message.

B. Books treating occupations generally or collectively.

Many of the books listed here have been analyzed for entry in the next division.

Aguirre, Mme. G. G. de, anon. Women in the business world; or, Hints and helps to prosperity, by one of them. 1894. 396A28

The professed object of this book is to help women to help themselves, by trying to point out the stumbling blocks in the path of the business woman and the way to avoid them.

Alden, Mrs. Cynthia Westover. Women's ways of earning money. 1904. 396A35

Includes a number of original and novel occupations.

Bolen, G. L. Getting a living; the problem of wealth and poverty, of profits, wages and trade unionism. 1903. 331B68

An economic study of the subject. Chapter XI. Learning a trade. XVII. Wage earning by women.

Boston (Mass.) Girls trade education league. Vocation office for girls. Bulletins 1-14. 1911-12. 607B74

Contents: Telephone operating; Bookbinding; Stenography and typewriting; Nursery maid; Dressmaking; Millinery; Straw hat making; Manicuring and hair-dressing; Nursing; Salesmanship; Clothing machine operating; Paper box making; Confectionery manufacture; Knit goods manufacture. In each case, the nature of the work, the training required and how secured, the qualifications required, the positions and pay, the opportunities, and the conditions of work are given.

Boston (Mass.) Vocation bureau. Bulletin, no. 1-7. Vocations for Boston boys. 1911.

I. The Banker. II. The Landscape architect. III. Confectionery manufacture. IV. The Baker. V. The Grocer. VI. The Machinist. VII. The Architect. Each profession or industry is described, the pay, opportunities, advantages or disadvantages etc., are set forth, and bibliographies and names of institutions giving courses in each are added.

Butler, Elizabeth B. Women and the trades, Pittsburgh, 1907-1908. 1909. 331B98

One of the volumes of the Pittsburgh Survey, the result of a year's exacting inquiry among employers, foremen, and operatives as to the 22,000 women employed at wages in Pittsburgh and the conditions under which they worked in the manufacturing and mercantile establishments in 1907 and 1908.

Candee, H. C. How women may earn a living. 1900. 396C21

A discussion of twenty lines of activity which are open to women, setting forth the necessary natural qualifications, the desirable preliminary training and the remuneration which may be expected. Chapter I. For all workers.

Chicago school of civics and philanthropy. Dept. of social investigation. Finding employment for children who leave the grade schools to go to work; report to the Chicago woman's club, the Chicago association of collegiate alumnæ and the Woman's city club. [1911.] 331C53

Contents: The School and the working-child: a plea for employment supervision in city schools, S. P. Breckinridge and E. Abbott; Preliminary report on opportunities of employment in Chicago open to girls under sixteen, A. S. Davis; Public care of working-children in England and Germany; some notes on juvenile labor exchanges, by E. Abbott; Trade and technical classes for girls in Chicago; Selected bibliography relating to employment supervision, pp. 53-56.

Devine, H. C. Choosing a boy's career; a practical guide for parents, guardians, schoolmasters. 1911. 607D49

An English book, the purpose of which is to "pass in review the whole world of occupation open to the sons of the middle and higher classes, to divide it into well defined groups, and to provide a series of sign-posts for those interested in the welfare of boys, indicating the best avenues into which their abilities should be directed." Points out the considerations which should operate in deciding upon the best career for a boy, but does not catalogue callings and deal with the technical requirements of occupations, and the like. A part of the book is devoted to giving a brief account of an organization (The Future Career Association), which the author has been concerned in founding, for specially advising parents, guardians and schoolmasters in the selection of suitable careers for their sons, wards, and pupils.

Dodge, G. H. & others. What women can earn; occupations of women and their compensation. [c1898-99.] 396D64W

"Essays on all the leading trades and professions in America in which women have asserted their ability, with data as to the compensation afforded in each one."

Dodge, Harriet H. Survey of occupations open to the girl of fourteen to sixteen years. 1912. 331D64

"A survey designed especially to meet the numerous inquiries of teachers, vocational counselors, and social workers as to what the girl can do who seeks wage-earning in the earliest years in which the law allows her to engage in it." The book gives briefly such information as it has been possible for the Girls trade education league to secure thus far concerning the occupational field in Greater Boston, and it is based upon extensive inquiry made of employers of woman and girl labor, upon visits to workrooms, and upon inquiries made of wage-earning girls and others. Part II. Outlines of principal occupations. Sets forth in tabular form, advantages, disadvantages, wages, prospects, etc.

Drysdale, William. Helps for ambitious boys. c1899. J174D81

Designed to give practical assistance in selecting occupations and to point out the first steps to take in entering them. General advice on health, education, character, and the choice of a career, is followed by discussion of specific occupations.

—— Helps for ambitious girls. [c1900.] J170D81G

General counsel on such topics as health, education and dress is offered, followed by information about various occupations for women.

Fowler, jr., N. C. Starting in life; what each calling offers ambitious boys and young men. 1906. 607F78

Sets forth the advantages and disadvantages of the various pursuits and gives other information concerning them. The first draft of each chapter was submitted to two or more authoritative representatives of the calling treated, and two or more prominent representatives of each calling give brief outlines of the advantages and disadvantages of their respective trades, businesses and professions as seen from their individual points of view.

Gordon, Mrs. Maria Matilda (Ogilvie). Handbook of employments; especially prepared for the use of boys and girls on entering the trades, industries and professions. 1908. 600G66

A Scottish publication giving full information about different occupations, the wages, means of entering, etc., which may be suggestive as to similar occupations in this country.

—— School employment bureaux. (In Laurie, A. P. ed. Teacher's encyclopædia, v. 3, pp. 158-189. 1911. 370L385.)

A British publication, which may be suggestive. Particularly, section III. Educational agencies; Section IV. Special inquiries into occupations for boys and girls.

Greenwood, A. Juvenile labour exchanges and after-care. 1911. 331G81

Compares the various schemes and numerous separate agencies now at work in Great Britain in this field of protection of the adolescent and advocates organized collective effort to care for wage-earning boys and girls, proposing framework and machinery for dealing with the problem.

Hale, E. E. What career? 1884 [c78.] 174H16

"Ten papers on the choice of a vocation and the use of time." The articles, some of which were addresses to college men, are mostly of a general character, affording counsel on conduct, training and the like.

Heitland, Mrs. Margaret (Bateson). Professional women upon their professions. 1895. 396H47

An English book recording conversations with various women, the primary object being to show by trustworthy evidence what possibilities for happy labor there are for women in certain professions and vocations.

Hicks, John W. Vocations for our sons. 1906. 607H63

"A short and popular guide to employments." An English book whose object is to afford fathers some reliable information as to the prospects in a number of trades and professions. Possibly may be suggestive as to similar occupations in America.

Hogarth, Janet E. and others. Education and professions. 1903. 396H71

Contents: The Higher education of women, by Janet E. Hogarth; Teaching as a profession for women, by Beatrice Orange; On the education of the artistic faculty, by Louise Jopling; Women and journalism, by Mary F. Billington; Some pros and cons of theatrical life, by Madge Kendal; Medicine as a profession for women, by Ethel F. Lamport, M.D.; Public work for women on local government boards as factory inspectors, by Margaret H. Irwin; Sanitary inspecting, by Mabyn Armour. Written, of course, from the English viewpoint, but perhaps suggestive in a general way.

Keeling, F. Labour exchange in relation to boy and girl labour. 1910. 331K26

Outlines a scheme for Great Britain for relating the labour exchange to the matter of adolescent employment, in which there are three problems for the exchange to solve: (1) The choice of a career; (2) Finding work; (3) Subsequent supervision. Summarizes experiments which have been tried in England, Scotland and Germany.

Kilbourn, Katherine R. Money-making occupations for women. 1901. 396K48

Very brief chapters setting forth facts regarding salaries, wages and opportunities, and giving general advice and suggestions as to various occupations.

Knowles, G. W. Junior labour exchanges. 1910. 331K73

"A plea for closer co-operation between labour exchanges and education authorities." An English book, in which a scheme is outlined for applying the idea of the labour exchange to children leaving school, so that thus may be prevented some of the avoidable mere drifting into the business world.

Laselle, M. A. and **Wiley,** K. E. Vocations for girls. c1913. 396L34

A handbook written by two teachers who have worked with many girls. Its object is to give to young girls, and to those responsible for the guidance of girls, some definite information as to conditions of work in the more common vocations.

There is an introduction by Meyer Bloomfield, head of the Vocation Bureau of Boston, which agency co-operated with the authors in securing the facts. Includes some general matter.

London, Apprenticeship and skilled employment association. Trades for London boys and how to enter them. 1908. 607L84

—— Trades for London girls and how to enter them. 1909. 607L84T

These two small works give accounts of various occupations possible to London boys and girls. Ways of entering the occupations, the remuneration, etc., are set forth, with notes designed to help parents to place their children in good situations.

Manson, G. J. Ready for business; or, Choosing an occupation. 1889. 607M28

A series of practical papers for boys, aiming to give an inside view of various trades and businesses which are attractive to youth and to help the boy in making his selection or to give him more light on the one he feels sure will please him. The good and bad features of the different occupations are set forth.

—— Work for women. 1883. 396M28

"Some of the most important avocations, professions, trades, businesses in which women are now engaged, have been selected, and the effort made to enlighten the would-be woman worker as to the practical points of interest connected with each occupation."

Marden, O. S. Choosing a career. [c1905.] 174M32C

Part I. Considerations relating to the choice of a life-calling. Part II. Suggestions as to possible careers. The first part is general, treating such topics as parental, environmental and other influence upon the choice of a career, health, self-improvement, the measure of and the qualities necessary for success, etc.; the second part takes up specific occupations.

Marsland, Frank. Occupations in life. 1905. 331M37

"A fund of practical information and business advice for boys and young men."

New York (City). High school teachers' association. Students' aid committee. Choosing a career; a circular of information for boys. 1909. Pamphlet.

Discusses such topics as the purpose of school work, places to avoid, the purpose of work, real training, making a choice, the time to make a choice, men of one talent, the range of choice, wage information, the position of the wage-earner, leadership, planning a career, vocation clubs, finding an opening, and gives an index to vocational literature divided into two sections.

I. General reference books. A. Choosing and planning a career. B. Going to college. C. Work and wages. Section II. Selected occupations. By E. W. Weaver.

—— Choosing a career; a circular of information for girls. 1909. Pamphlet.

Describes various occupations and gives references to books and articles dealing with them.

—— Wage-earning occupations of boys and girls. Pamphlet.

A general discussion of the subject, by E. W. Weaver, then chairman.

New York Tribune, N. Y. Occupations of women and their compensation. 1898. 396N567

The same as to main articles as Dodge, G. H., and others. What women can earn. 396D64W.

Parsons, Frank. Choosing a vocation. 1909. 607P26

A comprehensive study of the subject by the late director of the Vocation Bureau, Boston. The aim of the book is to point out practical steps that can be taken to remedy present conditions through expert counsel and guidance in the selection of a vocation, the preparation for it, and the transition from school to work. Part I. The Personal investigation. Especially interesting are Chapter IV. Extended discussion of personal data, and Chapter V. The Method in outline for the scheme of self-analysis. Part II. The Industrial investigation, deals with the kinds of industries, the industries open to women, the conditions of efficiency and success, etc. Part III. The Organization and the work, describes the Vocation Bureau and other agencies.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation; the kinds of work that are open to women in Poughkeepsie; compiled for the Board of education by Florence M. Brewer, with the assistance of the superintendent of schools and the city teachers. pref. 1911. 396P87

After providing general information and advice for parents and girls, the requirements, advantages, disadvantages, hours and salaries of each occupation are taken up.

Reid, Whitelaw, and others. Careers for the coming men. 1904. 174R35

"Practical and authoritative discussions of the professions and callings open to young Americans." The Introduction gives general counsel.

Richardson, A. S. Girl who earns her own living. 1909c05-09. 396R521

Gives a general survey of about twenty occupations, setting forth their advantages and disadvantages.

Rollins, Frank West. What can a young man do? 1907. 607R75

The author has aimed to present the advantages and disadvantages of a large number of professions, callings, and trades and to bring out the attractive features of several callings not generally considered by young men when they are looking about to select their business in life.

Stoddard, John S. & **Yendes,** Lucy A. What shall I do; fifty profitable occupations for boys and girls who are undecided as to how to earn their own living. n. d. J331S86

This compilation has two purposes: (1) To turn the attention of the pupils toward their life work; (2) To enable them to reach out into what might seem impossible without this detailed information. Before the various occupations are taken up, it is told "How a teacher assisted her pupils in choosing profitable occupations."

White, Mrs. Sallie (Joy). Business openings for girls. 1899. 396W58

Sets forth the opportunities, qualifications, etc., in a number of lines.

Willard, Frances E., **Winslow,** Helen M. & **White,** Mrs. Sallie (Joy). Occupations for women. 1897. 396W690

"A book of practical suggestions for the material advancement, the mental and physical development, and the moral and spiritual uplift of women." All occupations in which women have done work or have achieved success are covered. Chapter XII. What career?

Williams, Rev. G. H. comp. Careers for our sons. [Ed. 2.] 1911. 174W72

"A practical handbook to the professions and commercial life, compiled from the most recent official regulations, and dealing with the church, army and navy, mercantile marine, law, medicine, teaching, civil service, engineering, journalism, farming, city and colonial openings; with preface by the Rt. Hon. the Earl of Carlisle." Sets forth British conditions, but may be suggestive.

Wilson, H. B. Vocational self-discovery; the schools enabling students to discover themselves vocationally, with an outline of a course in a life-calling. Religious Education, v. VII., no. 6, p. 691 (Feb. 1913).

Wingate, Charles F. What shall our boys do for a living? 1898. 174W76

"Plain facts" about different occupations, their advantages and disadvantages, ways of entering and getting on in them, with other practical and specific information. The chief aim has been to show the value of thorough training and the existence of a demand for capable men in every calling. Special stress has been laid on inclination and aptitude, on ways of finding special bents, and on the importance of health and good address and facility of writing and talking as aids to success.

Women's educational and industrial union (Boston). Vocations for the trained woman; opportunities other than teaching; introductory papers, edited by Agnes F. Perkins, A.M., Wellesley College. c1910. 396W8724

Articles by many contributors, covering many fields of work and in each case the following topics: the nature of the work; the training necessary or desirable; the opportunities and compensation. As the writers are mostly workers in Boston and New York, the contents represent the situation in Massachusetts and New York.

C. Books and periodical articles dealing with specific occupations.

Books and articles which have to do only with the methods and processes of an occupation, trade or profession are not included.
The dates and call numbers of many of the books listed here will be found in the preceding or the succeeding division.

ACCOUNTANCY AND BOOKKEEPING.

Chief, N. Y. [Clerical positions.]

Haskins, C. W. Business education and accountancy. 1904. 657H351

Heitland, Mrs. M. (B.) Professional women upon their professions.

Kilbourn, K. R. Money-making occupations for women.

Rollins, F. W. What can a young man do?

Sterrett, J. E. The Profession of accountancy. (In American Academy of political and social science (Philadelphia). **Business** professions. 1906. 306A512.)

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

ADVERTISING.

Calkins, E. E. and **Holden,** R. Modern advertising. 1905. 659C15

Chapter VII., The Advertising manager, gives information as to the qualifications, remuneration, etc., of advertising men.

Candee, H. C. How women may earn a living. chap. XX.

Collins, J. H. The advertisement writer. World To-day, 13: 1105-1109 (Nov. 1907).

Dodge, G. H. and others. What women can earn.

Dollars and display: the earnings of advertising men. Bookman, 32: 26-33 (Sept. 1910).

Fowler, jr., N. C. Starting in life.

Marsland, F. Occupations in life.

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

White, Mrs. S. J. Business openings for girls. Chapter XI.

Women's educational and industrial union (Boston). Vocations for the trained woman.

ARCHITECTURE AND ART.

Abbott, Lyman, D.D. ed. How to succeed.

Alden, Mrs. C. W. Women's ways of earning money.

Boston (Mass.) Vocation bureau. Bulletin, no. 1-7. Vocations for Boston boys. no. 7.

Candee, H. C. How women may earn a living. chap. VII., XIII., XVIII.

Day, L. F. The Profession of art. Living Age, 245: 419-426 (May 13, 1905).

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Kilbourn, K. R. Money-making occupations for women.

Manson, G. J. Ready for business.

—— Work for women.
Industrial designing.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

Moore, F. W. The Draughtsman. Architectural Record, 25: 103-105 (Feb. 1909).

Münsterberg, H. Vocation and learning. chap. 35.

Reid, Whitelaw and others. Careers for the coming men.

Richardson, A. S. Girl who earns her own living. chap IV.

Rollins, F. W. What can a young man do?

Women's educational and industrial union (Boston). Vocations for the trained woman.
Decorating; art work.

ARMY AND NAVY.

Burnham, W. P. Three roads to a commission in the army. 1903 [c1893-1900.] 355B96
Describes how commissions may be obtained from the United States Military Academy, from the ranks of the army, and from civil life.

Carter, W. H. The Army as a career. North American Review, 183: 870-876 (Nov. 1906).

Coffin, J. G. The United States army as a career. Science, n. s. 29: 856-858 (May 28, 1909).

Cox, J. R. Training in the navy. Scientific American, 98: 440 (June 20, 1908).

Drysdale, W. Helps for ambitious boys.

Fowler, jr., N. C. Starting in life.

Hancock, H. I. Life at West Point; the making of the American army officer, his studies, discipline and amusements. 1902. 355H23

Reeves, Ira L. Manual for aspirants for a commission in the United States army. 1901. 355R332

The first chapter, Introductory, gives general information and advice as to the army as a career. The different ways of obtaining a commission are explained and in the appendices, specimen examinations, etc., are given.

Reid, Whitelaw and others. Careers for the coming men.

Ritchie, jr., J. Shall my boy become a naval architect? Scientific American, 107: 204 (Sept. 7, 1912).

Rollins, F. W. What can a young man do?

BANKING.

Boston (Mass.) Vocation bureau. Bulletin, no. 1-7. Vocations for Boston boys. no. 1.

Marden, O. S. Choosing a career.

Stoddard, J. S. and **Yendes**, L. A. What shall I do.

Thwing, C. F. College training and the business man.

Women's educational and industrial union (Boston). Vocations for the trained woman.

BOOKBINDING.

Academy of political science, N. Y. Economic position of women.

Boston (Mass.) Girls trade education league. Vocation office for girls. Bulletin no. 2. 607B74

Dodge, G. H. and others. What women can earn.

Dodge, H. H. Survey of occupations.

Van Kleeck, Mary. Women in the bookbinding trade. 1913. 331V25

Gives authoritative information as to the conditions under which women wage-earners carry on their work in one of the most important trades for women, and in many respects a typical one, in New York City, and as to the wages they receive.

BUSINESS IN GENERAL.

Abbott, Lyman, D.D. ed. How to succeed.

Aguirre, Mme. G. G. de, anon. Women in the business world.

American Academy of political and social science (Philadelphia). Business professions. (Annals, v. 28). 1906. 306A512

Articles by various persons on a number of business professions.

Boston (Mass.) Vocation bureau. Bulletin, no. 1-7. Vocations for Boston boys. no. 4 & 5.

Candee, H. C. How women may earn a living. chap. XV.

Carnegie, Andrew. The Road to business success: a talk to young men. (In his Empire of business. 1902. pp. 3-18. 304C28E.)

"Lessons drawn from a long business career," indicating conditions essential to success and things to avoid.

Dicksee, L. R. and **Blain,** H. E. Office organization and management including secretarial work. 1906. 651D55

An English work. Chapters I. Introductory, and II., Personnel of staff, may be helpful.

Dodge, G. H. and others. What women can do.

Drysdale, W. Helps for ambitious boys.

—— Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Huling, Caroline A. Letters of a business woman to her niece. c1906. 174H91

The letters purport to be addressed to a restless girl of sixteen, ambitious to help her parents, and consist of advice covering the conduct of life and other matters from one who has spent twenty years in business life in a great city. Letter V. Choice of a vocation, gives information as to lines of business open to an educated woman with no special talent or predilection for anything in particular.

Judson, Harry P. Higher education as a training for business.

Kilbourn, K. R. Money-making occupations for women.

Manson, G. J. Ready for business.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

Münsterberg, H. Vocation and learning. chap. 29.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Reid, Whitelaw and others. Careers for the coming men.

Rolker, A. W. College woman in business. Good Housekeeping, 53: 147-153 (Aug. 1911).

Rollins, F. W. What can a young man do?

Shaw, A. Outlook for the average man.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Thwing, C. F. College training and the business man.

Warren, Waldo P. Thoughts on business. 1907-08. 174W294

Two series treating of such topics as self-improvement, buying and selling, with the manager, developing the workers.

White, Mrs. S. J. Business openings for girls.

Wingate, C. F. What shall our boys do for a living?

Women's educational and industrial union (Boston). Vocations for the trained woman.

CHEMISTRY.

Bigelow, W. D. Chemical positions in the government service. Science, n. s. 27: 481-488 (March 27, 1908).

Coulter, J. M. and others. Opportunities for young men in science. Science, n. s. 27: 873-882 (June 5, 1908).

Botany, chemistry, geology, physics, and zoology are the sciences included in this symposium.

Duncan, R. K. Industrial chemist: what opportunities for achievement are offered him. Scientific American, 105: 249 (Sept. 16, 1911).

Mabery, C. F. The Education of the professional chemist. Science, n. s. 25: 681-693 (May 3, 1907).

Manson, G. J. Ready for business.

Peffer, H. C. Shall my boy become an industrial chemist? Scientific American, 107: 104 (Aug. 3, 1912).

Rollins, F. W. What can a young man do?

Women's educational and industrial union (Boston). Vocations for the trained woman.

CIVIL SERVICE. See also Public Service.

Alden, Mrs. C. W. Women's ways of earning money.

Chief, N. Y. [Clerical positions.] c1909. R351C53C

The positions are such as accountant, financial clerk, bookkeeper, tax and assessment clerk and the like in the municipal civil service. The subjects of the examinations and specimen papers are given.

—— How to prepare for first grade and sub-clerical examinations, United States service. 1911. 351C533

"Full course of study with questions and answers."

—— Janitor and janitor engineer. c1912. R351C53J

Describes the position and the duties and gives the rules and regulations and questions asked in examinations.

—— Police matron. c1908. 351C53

The requirements, specimen examinations, rules, duties, etc., are given.

Foltz, El Bie K. Federal civil service as a career; a manual for applicants for positions and those in the civil service of the nation. 1909. 351F67

Designed especially for those who are thinking of the Federal civil service as a career. Gives practical information on the various kinds of work open to civil servants and on the chances of success therein. Chapter VIII., IX., Salaries, X., Opportunities, XII., Government service as a career, XV., Women in government service.

Fowler, jr., N. C. Starting in life.

Genthon, J. P. Assistant engineer. 8 pts. in 1 v. 1907-09. 620.7G53

Contents: pt. 1. The Axeman; pt. 2. The Chainman; pt. 3. The Rodman; pt. 4. The Leveler; pt. 5. The Transitman; pt. 6. The Inspector; pt. 7. The Draughtsman; pt. 8. The Engineer. Designed for the young man who wishes to make engineering in the public service his career. In a preliminary chapter the general qualifications, positions open, etc., are given. Then each grade or type of position is taken up and in each case are explained the requirements for Government, State, County, and City civil service, the scope of examinations, and the scientific and technical requirements. The ratings and questions given at previous examinations are included.

Jenks, Tudor. (The) Fireman. 1911. J614J83

One of the series of books designed to present to youth a fair view of the better side of each calling by means of text and illustration. The work of the fireman, the different kinds of fires, the stations and their equipment, the engines, etc., are described, and information is given as to the sort of men required, the work of saving lives, and the dangers and rewards, and the fireman's service to the public is indicated.

Lachaussee, C. A. How to enter the postal service. [c1909.] 383L13

Outlines the necessary steps to take to become a letter carrier or post-office clerk and gives lessons on the subjects on which the examinations are based.

Leupp, Francis E. How to prepare for a civil service examination; with recent questions and answers. [c1898-99.] R351L65

Gives the requirements of the various classes in the classified service, and information about applications, examinations, etc.

Marsland, F. Occupations in life.

O'Reilly, J. J. E. How to become a fireman. 4th ed. [c1909.] 352O66

Gives briefly the necessary information, such as the application, examinations, civil service rules, and instructions on various points.

—— How to become a patrolman. 4th ed. [c1908.] 352O66H

Gives the requirements, physical and moral, and information about the physical and mental examinations, the civil service rules, the school of instruction, the duties and rights of a police officer, etc.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Rollins, F. W. What can a young man do?

Shaw, W. B. College graduate and the civil service. Outlook, 80: 129-132 (May 13, 1905).

Stoddard, J. S. and **Yendes**, L. A. What shall I do.

Women's educational and industrial union (Boston). Vocations for the trained woman.

COLLEGE TRAINING.

Claghorn, K. H. College training for women. 1897. 376C58

Sets forth the advantages of college training for a woman as mother, as a social influence, as a wage-earner, etc., describes college life and associations, and gives advice as to preparation for college and the choice of a college.

Corbin, John. Which college for the boy; leading types in American education. 1908. 378C79W

Takes up Princeton, Harvard, Michigan, Cornell, Chicago, and Wisconsin, and tries to show what sort of young men go to each college, what its traditions are, what the authorities aim to do, and what they are actually doing. The questions of expense and of the choice between the small college and the university are discussed.

Hyde, W. DeWitt. College man and the college woman. 1906. 378H99

Deals with the personal, ethical, spiritual side of college life, with the purpose of revealing college men and women to themselves and to the world as they are and as they are capable of becoming.

Judson, H. P. Higher education as a training for business.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Palmer, Alice Freeman. Why go to college? (In Palmer, G. H. and Palmer, A. F. (The) Teacher. 1908. pp. 364-395. 370.4P174.)

Points out more especially some of the advantages of going to college, collateral to the winning of knowledge.

Rollins, F. W. What can a young man do?

Thwing, C. F. College training and the business man.

—— College woman. [c1894.] 376T54

Discusses the principle, content and proportion of her studies, her environment, and health, the demands made upon her by the community, her career after graduation, etc.

Wilson, Calvin D. Working one's way through college and university; a guide to paths and opportunities to earn an education at American colleges and universities. 1912. 378W74

Sets forth the various ways men and women may earn money at various colleges and universities, the physical and social effects of such action upon them, the college aids, the cost of an education at various institutions, etc., and gives advice as to the choice of a calling.

Wingate, C. F. What shall our boys do for a living?

DENTISTRY.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious girls.

Heitland, Mrs. M. (B.). Professional women upon their professions.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

Rollins, F. W. What can a young man do?

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

DOMESTIC SCIENCE AND ART.

Alden, Mrs. C. W. Women's ways of earning money.

Candee, H. C. How women may earn a living. chap. V.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious girls.

Kilbourn, K. R. Money-making occupations for women.

Laselle, M. A. and **Wiley,** K. E. Vocations for girls.

Münsterberg, H. Vocation and learning. chap. 31.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

New York (City). Legal aid society. Domestic employment; a handbook. 1908. 647N56

A booklet that sets forth the advantages of domestic service in comparison with factory work, etc. and states the legal rights of employer and employee in all cases of domestic service.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living. chap. XVI.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Story of the waitress. Independent, 64: 1378-1381 (June 18, 1908).

Women's educational and industrial union (Boston). Vocations for the trained women.

DRESSMAKING AND MILLINERY.

Academy of political science, N. Y. Economic position of women.

Boston (Mass.) Girls trade education league. Vocation office for girls. Bulletin no. 5 & 6. 607B74

Dodge, G. H. and others. What women can earn.

Dodge, H. H. Survey of occupations.

Drysdale, W. Helps for ambitious girls.

Kilbourn, K. R. Money-making occupations for women.

Laselle, M. A. and **Wiley,** K. E. Vocations for girls.

Manson, G. J. Work for women.

Marden, O. S. Choosing a career.
Millinery.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living. chap. V., VIII.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Van Kleeck, Mary and **Barrows,** Alice P. How girls learn the millinery trade. Survey, 24: 105-113 (April 16, 1910).

White, Mrs. S. J. Business openings for girls. Chapter III.

Women's educational and industrial union (Boston). Vocations for the trained woman.

ELECTRICAL WORK.

Drysdale, W. Helps for ambitious boys.

Reid, Whitelaw and others. Careers for the coming men.

Sloane, T. O'C. How to become a successful electrician. 1903. 621.3S63Ho

A small book dealing with the studies to be followed, the methods of work, the fields of operation, and the ethics of the profession. There are chapters on the different types of engineers, on electrical factory work for students, on the college education, on inventing, on original investigation, and on success.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

ENGINEERING. See also Civil Service.

Abbott, Lyman, D.D. ed. How to succeed.

Drysdale, W. Helps for ambitious boys.

Haldane, J. W. C. Life as an engineer. 1905. 620H15

An English civil and mechanical consulting engineer describes what has been to a large extent his own experience in the field of engineering. There is embodied in the text much which may, he thinks, prove useful, particularly to youths who intend to enter the profession. Chapter XXI., the last, deals with the financial prospects of engineering.

Hayford, J. F. Opportunities for engineering graduates in the government service. (In Society for the promotion of engineering education. Proceedings, 1905. v. 13, pp. 87-95. 1906. 620.7S67.)

Jackson, D. C. Demand for young men in electrical engineering. Scientific American, 105: 479 (Nov. 25, 1911).

Little, C. N. Supply of and demand for engineering graduates in the United States. (In National educational association. Proceedings. 1911. pp. 681-688. R370.6N277.)

McCullough, Ernest. Engineering as a vocation. 1911. 620.7M13

Describes the qualities, work, and education of the engineer, and tells about home study courses, about the obtaining and keeping of a position, and answers the question, "Does it pay to study engineering?"

Manson, G. J. Ready for business.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

Monroe, H. S. Shall my boy become a mining engineer? Scientific American, 106: 504 (June 1, 1912).

Münsterberg, H. Vocation and learning. chap. 27.

Plympton, G. W. How to become an engineer, 1891. 620.7P73

A small book outlining the theoretical and practical training necessary to fit a person for the work of a civil engineer and giving the opinions of eminent authorities on the profession and the courses of study in the technical schools.

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Stratton, G. F. Making of an electrical engineer. Scientific American, 98: 91 (Feb. 8, 1908).

Whitaker, M. C. Shall my boy become a chemical engineer? Scientific American, 107: 16 (July 6, 1912).

Wingate, C. F. What shall our boys do for a living?

FACTORY WORK.

Alden, Mrs. C. W. Women's ways of earning money.

Boston (Mass.) Girls trade education league. Vocation office for girls. Bulletin, no. 7, 11, 12, 13 & 14. 607B74

Boston (Mass.) Vocation bureau. Bulletin no. 1-7. Vocations for Boston boys. no. 3 & no. 6.

Dodge, G. H. and others. What women can earn.

Dodge, H. H. Survey of occupations.

Fowler, jr., N. C. Starting in life.

Kilbourn, K. R. Money-making occupations for women.

Laselle, M. A. and **Wiley,** K. E. Vocations for girls.

Marden, O. S. Choosing a career.

Maule, M. K. What is a shop girl's life. World's Work, 14: 9311-9316 (Sept. 1907).

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Odencrantz, L. C. Irregularity of employment of women factory workers, Survey, 22: 196-210 (May 1, 1909).

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living. chap. XII.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

CLERICAL WORK. See also Civil Service.

Dodge, G. H. and others. What women can earn.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Marden, O. S. Choosing a career.
For women.

FARMING, GARDENING, AND THE LIKE.

Abbott, Lyman, D.D. ed. How to succeed.

Alden, Mrs. C. W. Women's ways of earning money.

Andrews, W. E. Shall I farm. 1910. 630A57
Gives "unbiased statements and facts which will help decide the question," the object being to set forth the advantages and disadvantages of farm life, to aid prospective farmers and city people who want to live in the country.

Badger, E. H. A Craftswoman in agriculture. Craftsman, 10: 630-637 (Aug. 1906).

Bailey, L. H. Why some boys take to farming. Century Magazine, 72: 612-617 (Aug. 1906).

Replies to questions, sent in by sixty-eight town-bred or city-bred students.

Carleton, William, *pseud.* New lives for old. c1913. 630C28

Deals with the possibilities in farming, especially in the use of co-operative methods, in New England.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious boys.

—— Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

Godson, J. B. Starting life on a farm. Independent, 59: 841-845 (Oct. 12, 1905).

Hall, Bolton. (A) Little land and a living. 1908. 630H17L

Tells what can be done with small areas, aiming not to induce the unfamiliar to rush headlong into farming, but to encourage those who feel the pressure of city life to study how they get away from the overcrowded city into nearby country. Chapter XV. The Profession of farming.

—— and **Powell**, R. F. Three acres and liberty. 1907. 630H17

The sole object is to show what has been done and what can be done on small areas and to show that life in the country may not be so laborious if the same methods are used which make successes of business in other lines. Chapter XXI. The Coming profession for boys (intensive agriculture).

Hollister, E. J. Can intensive farming be made practical and profitable for the inexperienced man from the city? Craftsman, 14: 397-403 (July, 1908).

Other following articles give practical information, advice, and suggestions drawn from the writer's own experience.

Kilbourn, K. R. Money-making occupations for women.

Laselle, M. A. and **Wiley**, K. E. Vocations for girls.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

Münsterberg, H. Vocation and learning. chap. 28.

Opportunities in agriculture; symposium (In United States. Agriculture, Dept. of. Yearbook, 1904. pp. 161-190. 630U58A.)

Rawson, Herbert. Success in market gardening; a new vegetable growers' manual. 1910. 635R26

Describes the methods of a large establishment near Boston. "Young men who are about to choose their vocation, and who have heard of the increasing extent and importance of this business of vegetable growing will find here facts collected from a long experience, which, I think, can hardly fail to be valuable."

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

Saint Maur, Kate V. Making home profitable. 1912 [c08-12.] 630S14M

Tells how some city people took a place in the country and by raising poultry, gardening, etc., were successful in a pecuniary way.

Spillman, W. J. Farming as an occupation for city-bred men. (In United States. Agriculture, Dept. of. Yearbook, 1909. pp. 239-248. 630U58A.)

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Woman and the land. Independent, 64: 1051-1053 (May 7, 1908).

Women's educational and industrial union (Boston). Vocations for the trained woman.

FLOWER GROWING OR SELLING.

Candee, H. C. How women may earn a living. chap. XII.

Dodge, G. H., and others. What women can earn.

Drysdale, W. Helps for ambitious girls.

Kilbourn, K. R. Money-making occupations for women.

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Floriculture.

FORESTRY AND LUMBERING.

Hodgson, A. H. Profession of forestry for young men. World To-day, 11: 1321-1323 (Dec. 1906).

Marsland, F. Occupations in life.

Rollins, F. W. What can a young man do?

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Candee, H. C. How women may earn a living. chap. X.

Finck, H. T. A Medical specialty for women. Independent, 61: 872-873 (Oct. 11, 1906).

Harland, Marion. Thrown upon her own resources. Independent, 58: 17-19 (Jan. 5, 1905).

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living. chap. XI.

INSURANCE.

Dodge, G. H. and others. What women can earn.

Fouse, L. G. The Life insurance profession. (In American Academy of political and social science (Philadelphia.) Business professions. 1906. 306A512.)

Kilbourn, K. R. Money-making occupations for women.

Marden, O. S. Choosing a career.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Thwing, C. F. College training and the business man.

Women's educational and industrial union (Boston). Vocations for the trained woman.

INVENTING.

Abbott, Lyman, D.D. ed. How to succeed.

Drysdale, W. Helps for ambitious boys.

Fowler, jr., N. C. Starting in life.

Kilbourn, K. R. Money-making occupations for women.

JOURNALISM.

Bennett, E. A. Journalism for women. 1898. 070B47

Advice for the woman aspirant as to the sphere of woman in journalism and as to ways and means of entering and succeeding in the work.

Candee, H. C. How women may earn a living. chap. XIX.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious boys.

—— Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

Given, J. L. Making a newspaper. 1907. 070G53

Describes the American newspaper, its organization, work, etc. Chapter X. Qualifications for journalism. XIV. Preparing for journalism. XV. Getting a situation.

Hadlock, E. H. Press correspondence and journalism. c1910. 070H13

"A complete system and course of instruction for students of those branches." Lesson 21. How to succeed as a journalist, by Charles H. Taylor, editor of the Boston Globe.

Harger, C. M. Journalism as a career. Atlantic Monthly, 107: 218-224 (Feb. 1911).

Heitland, Mrs. M. (B.) Professional women upon their professions.

Hogarth, Janet E. and others. Education and professions.

Horwill, H. W. The Training of the journalist. Atlantic Monthly, 107: 107-110 (Jan. 1911).

Hyde, G. M. Newspaper reporting and correspondence. 1912. 070H99

"A manual for reporters, correspondents, and students of newspaper writing." One of the purposes of this book is to instruct the prospective newspaper reporter how to write those stories which his future paper will call upon him to write.

Jackson, Florence. Chances for women in journalism. Harper's Weekly, 47: 1492 (Sept. 12, 1903).

A brief article setting forth woman's special work in journalism, the rewards and disadvantages, etc. "In no other calling are there such possibilities."

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McCracken, E. Journalism for the college-bred girl. Independent, 73: 485-486 (Aug. 29, 1912).

Manson, G. J. Ready for business.

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Marsland, F. Occupations in life.

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Ochs, G. W. Journalism. (In American Academy of political and social science (Philadelphia). Business professions. 1906. 306A512.)

Ralph, Julian. Making of a journalist. 1903. 070R16

Chapter I. Choosing the profession. Describes the qualifications, training, work, etc., of the newspaper man, as drawn from the author's twenty-five years' experience.

Reid, Whitelaw and othes. Careers for the coming men.

Rollins, F. W. What can a young man do?

Sangster, Margaret E. Editorship as a profession for women. Forum, 20: 445 (Dec. 1895).

Shuman, E. L. Practical journalism. 1903. 070S56

"A complete manual of the best newspaper methods, in which the aim has been to meet the needs both of those who seek to enter journalism and of those who have already started in it." Chapter II. Positions and salaries; III. How a reporter is trained; VIII. Qualifications for journalism.

Stoddard, J. S. and **Yendes**, L. A. What shall I do.

White, Mrs. S. J. Business openings for girls. chapters IV., V.

Williams, Walter and **Martin**, F. L. Practice of journalism. 070W72

Part I. The Profession. II. Editorial. III. Newsgathering. IV. News writing. V. A Style book. Under Part I.: 1. Journalism as a profession; under part III.: 1. Reporting. 2. The Reporter (qualifications. etc.); under part IV.: Writing for newspapers.

Wingate, C. F. What shall our boys do for a living?

Women's educational and industrial union (Boston). Vocations for the trained woman.

LANDSCAPE ARCHITECTURE AND GARDENING.

Boston (Mass.) Vocation bureau. Bulletin, no. 1-7. Vocations for Boston boys. no. 2.

Child, S. Landscape architect. Outlook, 92: 951-953 (Aug. 21, 1909).

Hartt, M. B. Women and the art of landscape gardening. Outlook, 88: 694-704 (March 28, 1908).

Landscape gardening: a conversation. Outlook, 92: 726-739 (July 24, 1909).

Marsland, F. Occupations in life.

Rollins, F. W. What can a young man do?

LAW. See also Professions.

Choate, Joseph H. The Young lawyer; Our profession. (In his American addresses. 1911. p. 85 ff.; p. 175 ff. 815C545A.)

The first is an address to the graduating class of the Columbia Law School, 1878, emphasizing the opportunities of the profession and giving advice as to the qualifications. The second is an address to the Chicago Bar Association, delivered in 1898, eulogizing the law as a profession.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious boys.

—— Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

Macdonald, G. A. How successful lawyers were educated. 1896. 340M13

Addressed to students, to those who expect to become students, and to their parents and teachers. Aims to present such advice and suggestions as will assist the student to a right solution of such questions as what books to read in preparation, what qualities of mind and character to cultivate, what law school and office to enter, and the like. Largely consists of the opinions of great lawyers on these subjects.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

Münsterberg, H. Vocation and learning. chap. 34.

New York (City) High school teachers' association. Students' aid committee. Choosing a career...for girls.

Phelps, Edward J. Law as a profession. (In his Orations & essays...edited by J. G. McCullough. 1901. pp. 71-87. 818P53.)

Class-day address delivered at Boston, Mass., June 3, 1879, to the graduating class of Boston University "School of Law." Considers some of the conditions of success in the profession.

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

Wingate, C. F. What shall our boys do for a living?

LECTURING.

Candee, H. C. How women may earn a living. chap. XIV.

Dodge, G. H. and others. What women can earn.

Kilbourn, K. R. Money-making occupations for women.

Manson, G. J. Work for women.

LIBRARY WORK.

American Library Association. Library tracts; no. 1-10. 1900-09. 020A51Lt

Tract no. 9. Training for librarianship. M. W. Plummer. Sets forth reasons for training, the means of training, and librarianship as a profession. A new treatment of this subject, also by Miss Plummer, is announced as Chapter XIII. of the A. L. A. Manual of library economy, now in course of publication.

Bostwick, A. E. The Educated librarian. (In National educational association. Proceedings. 1912. p. 1262. R370.6N277.)

—— Training for librarianship. (In his American public library. 1910. Chapter XXIII. 027B747.)

Dana, John Cotton. Library primer. 1910. R020D16L

Chapter VI. The Librarian. VII. The Trained librarian in a small library, by Miss Julia R. Hopkins.

—— Women in library work. Independent, 71: 244-250 (Aug. 3, 1911).

Dodge, G. H. and others. What women can earn.

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Kilbourn, K. R. Money-making occupations for women.

Laselle, M. A. and **Wiley,** K. E. Vocations for girls.

Marsland, F. Occupations in life.

McSurely, E. G. Opportunities in library work. Delineator, 77: 52 (June 1911).

Münsterberg, H. Vocation and learning. chap. 32.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

New York (State). Education dept. Librarianship an uncrowded calling. 1911. 020N56L

Consists of articles reprinted from various periodicals, discussing such topics as librarianship as a profession, men in library work, scarcity of men in library work, librarianship for college men, the library schools, and library work for women and for college women.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living. chap. VI.

Rollins, F. W. What can a young man do?

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Women's educational and industrial union (Boston). Vocations for the trained woman.

LITERARY WORK.

Abbott, Lyman, D.D. ed. How to succeed.

Alden, Mrs. C. W. Women's ways of earning money.

Bennett, E. A. How to become an author. 1903. 029B47

Designed as a practical guide. Gives advice and suggestions as to the different forms and types of literary production, the formation of style, the business side of books, etc.

Candee, H. C. How women may earn a living. chap. XVI.

Colles, W. M. and **Cresswell**, H. Success in literature. 1911. 029C69

Such counsels of writers of renown as may be serviceable to men of letters. Among the topics discussed are originality, equipment, reading, style, the various kinds of books and the literary worker and his work.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious boys.

—— Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

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Matthews, Brander. Literature as a profession. (In his Historical novel and other essays. 1901. Chapter VIII. 814M43H.)

An address delivered before the Federation of Graduate Clubs, at Columbia University, Dec. 28, 1899. Points out what those who follow literary work may expect as to work and reward.

Münsterberg, H. Vocation and learning. chap. 32.

New York (City) High school teachers' association. Students' aid committee. Choosing a career...for girls.

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Women's educational and industrial union (Boston). Vocations for the trained woman.

MANICURING. See Hairdressing, Manicuring, and the like.

MEDICINE. See also Professions.

Abbott, Lyman, D.D. ed. How to succeed.

Christian, H. A. A Career in medicine and present-day preparation for it. Science, n. s. 30: 537-548 (Oct. 22, 1909).

Dodge, G. H. and others. What women can earn.

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—— Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

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Hogarth, Janet E. and others. Education and professions.
For women.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

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New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Pritchett, H. S. How to study medicine. Outlook, 96: 272-275 (Oct. 1, 1910).

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

Whitby, C. J. Doctor and his work. 1912. 610W57
An English work. Chapter 3. The Doctor at work. 4. The Economic factor.

Williams, H. The Choice of medicine as a profession. Science, n. s. 31: 601-608 (April 22, 1910).

Wingate, C. F. What shall our boys do for a living?

MILLINERY. See Dressmaking and Millinery.

MINISTRY. See also Professions.

Abbott, Lyman, D.D. Christian ministry. 1905. 250A13
A consideration of the minister as priest and prophet. Chapter VII. Qualifications for the ministry.

—— ed. How to succeed.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious boys.

—— Helps for ambitious girls.

Dykes, J. O., D.D. Christian minister and his duties. 1908. 250D99
An English work dealing with the qualifications of the modern minister and the chief aspects of his work.

Faunce, W. H. P. Educational ideal in the ministry 1908. 207F26
Lyman Beecher lectures at Yale University in 1908. Aims to show that the relation of the two spheres of preacher and teacher is closer and more vital than has yet been recognized and that the educational conception of the ministry will be especially fruitful in our time. Lecture I. The Place of the minister in modern life. IV. The Demand for ethical leadership.

Fowler, jr., N. C. Starting in life.

Hall, A. C. A. Preaching and pastoral care. 1913. 250H17

Thoughts on the work of the ministry by the Protestant Episcopal Bishop of Vermont.

Jowett, J. H., D.D. Preacher, his life and work: Yale lectures. c1912. 251J87

Contents: The Call to be a preacher; The Perils of the preacher; The Preacher's themes; The Preacher in his study; The Preacher in his pulpit; The Preacher in the home; The Preacher as a man of affairs.

Keedy, Rev. E. E. Moral leadership and the ministry. 1912. 250K26

Endeavors to point out the minister's opportunities for leadership and to show how he may grasp them.

Lyman, A. J. Christian pastor in the new age, comrade, sponsor, social mediator. c1909. 250L98

Lectures, "informal talks merely," on the present day opportunities of the minister.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

Wynne, F. R., D.D. Joy of the ministry. 1885. 250W98

Chapters II. and III. Personal qualifications for the ministry.

MISCELLANEOUS OCCUPATIONS.

Bradford, jr., Morgan and **Wells**, A. W. How to become a detective. c1910. 352B799

A manual by the principal and superintendent of an agency in Washington, D. C., giving the qualifications and describing the various parts of the work.

Clark, S. A. and **Wyatt**, E. Women laundry workers in New York. McClure's Magazine, 36: 401-414 (Feb. 1911).

Daly, John J. Window dressing. n.d. 659D15

Presents outlines of profitable and attractive displays for the bookseller, stationer, and newsdealer, which will be found useful for other merchants also. The first section briefly sets forth the qualifications, pay, etc., of the professional window dresser.

Dodge, G. H. and others. What women can earn.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Marsland, F. Occupations in life.

Stoddard, J. S. and **Yendes**, L. A. What shall I do.

MUSIC.

Abbott, Lyman, D.D. ed. How to succeed.

Alden, Mrs. C. W. Women's ways of earning money.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious girls.

Finck, H. T. Success in music and how it is won. 1909. 780.7F49

A sort of symposium in which many of the world's greatest singers, pianists, violinists, and teachers tell the secrets of their success, one of the main objects being to show to young women and young men—and their parents—just what sort of adventures, joys, and sorrows they may expect in choosing such a life for themselves or their children.

Fowler, jr., N. C. Starting in life.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Kilbourn, K. R. Money-making occupations for women.

Marden, O. S. Choosing a career.

Stoddard, J. D. and **Yendes,** L. A. What shall I do.

Tapper, Thomas. Music life and how to succeed in it. c1891. 780.4T17M

Aims to show the young American musician the serious nature of his task. The work is divided into eight parts; there are chapters on Music as an art, Music as a business, Musical education, What is success in art, and a wide range of other material bearing more or less directly on the subject.

NAVIGATION.

Drysdale, W. Helps for ambitious boys.

Fowler, jr., N. C. Starting in life.

Jenks, Tudor. (The) Sailor. 1911. J656J53

One of a series of books designed to be helpful to parents and children in deciding what a child's life work shall be. This volume sets forth the better side of the sailor's calling and gives full information as to his duties in all branches of the occupation.

Manson, G. J. Ready for business.

Marsland, F. Occupations in life.

Rollins, F. W. What can a young man do?

NAVY. See Army and Navy.

NURSING.

Alden, Mrs. C. W. Women's ways of earning money.

Boston (Mass.) Girls trade education league. Vocation office for girls. Bulletin no. 9. 607B74

Candee, H. C. How women may earn a living. chap. VI.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious girls.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Hodson, Jane, *ed.* How to become a trained nurse. 1905. 610.7H69H

Tells what it is to be a nurse and describes the training, kinds of nursing and employment, and gives other necessary information, with a complete list of the various training schools for nurses in the United States and Canada.

Kilbourn, K. R. Money-making occupations for women.

Laselle, M. A. and **Wiley,** K. E. Vocations for girls.

Manson, G. J. Work for women.

Marden, O. S. Choosing a career.

Morten, Honnor. How to become a nurse and how to succeed. pref. 1895. 610.7M88H

An English work. There is material of a general nature as to qualifications and personal requirements in Chapter I. and as to training in Chapter II.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living. chap. III.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Women's educational and industrial union (Boston). Vocations for the trained woman.

PHOTOGRAPHY.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious girls.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Kilbourn, K. R. Money-making occupations for women.

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Marden, O. S. Choosing a career.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Riley, P. M. Camera work for profit. Good Housekeeping, 48: 579-80; 49: 44-46 (May, July, 1909).

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

PROFESSIONS. See also Law, Medicine, Ministry, Music, etc.

Candee, H. C. How women may earn a living. chap. XVII.

Dodge, G. H. and others. What women can earn.

Fowler, jr., N. C. Starting in life.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Hogarth, Janet E. and others. Education and professions.

Manson, G. J. Ready for business.

Marsland, F. Occupations in life.

Rollins, F. W. What can a young man do?

PUBLIC SERVICE OR LIFE. See also Civil Service.

Abbott, Lyman, D.D. ed. How to succeed.

Does it pay to serve the United States? Atlantic Monthly, 105: 667-672 (May, 1910).

Drysdale, W. Helps for ambitious boys.

—— Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

Kilbourn, K. R. Money-making occupations for women.

Osborne, J. B. The Reorganized American consular service as a career. Forum, 39: 122-135 (July, 1907).

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

Washburn, W. S. College man in the public service. Science, n. s. 34: 589-593 (Nov. 3, 1911).

Watkins, J. E. Our consuls. Cosmopolitan, 38: 317-326 (Jan. 1905).

RAILROADING. See Transportation.

SALESMANSHIP. See also Stores or shops.

Academy of political science, N. Y. Economic position of women.

Boston (Mass.) Girls trade education league. Vocation office for girls. Bulletin no. 10. 607B74

Dodge, G. H. and others. What women can earn.

Dodge, H. H. Survey of occupations.

Fowler, jr., N. C. Starting in life.

Laselle, M. A. and **Wiley**, K. E. Vocations for girls.

MacBain, A. L. & others. Selling. 1905. 659M11

"The principles of the science of salesmanship; methods and systems of selling in various lines." Articles by various writers.

Manson, G. J. Ready for business.

Marden, O. S. Choosing a career.

Moody, W. D. Men who sell things. Ed. 9, rev. & enl. 1912 c07-12. 659M81M

"Observations and experiences of over twenty years as travelling salesman, European buyer, sales manager, employer." The qualifications of a successful salesman and methods of selling are set forth.

New York (City). High School teachers' association. Students' aid committee. Choosing a career...for girls.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living. chap. II.

Rollins, F. W. What can a young man do?

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

White, Mrs. S. J. Business openings for girls. Chapters I., II., X.

Woodworth, S. Success in salesmanship. [c1912.] 659W91

A small book giving lessons and "lesson talks" on the various things needed by the successful salesman. The book, the result of the author's experience in salesmanship and of many talks with salesmen and sales managers, is designed to present a practical scientific method of salesmanship.

SECRETARIAL WORK.

Dodge, G. H. and others. What women can earn.

Münsterberg, H. Vocation and learning. chap. 32.

Richardson, A. S. Girl who earns her own living. chap. VII.

Sheppard, Arthur. How to become a private secretary. 1903. 174S54

An English book, the author being private secretary to the Archbishop of Canterbury. It sets forth the qualifications, training and work. Especially, the Introduction and the two following sections.

Women's educational and industrial union (Boston). Vocations for the trained woman.

SOCIAL AND PHILANTHROPIC WORK.

Candee, H. C. How women may earn a living. chap. XXI.

Conyngton, Mary. Social workers: requirements and qualifications. (In her How to help. 1909. Chapter IV. 361C76H.)

National conference of charities and correction. Proceedings. 360N27

1904, pp. 1-12, The Worker; purpose and preparation, by J. R. Brackett; 1911, pp. 365-370, Securing and training social workers, by S. P. Breckenridge; pp. 370-372, The Call of the field, by Jane Addams; pp. 373-379, The Art of beginning in social work, by M. E. Richmond; pp. 380-384, The Professional school for social workers, its aims and methods, by R. C. McCrea.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Richardson, A. S. Girl who earns her own living. chaps. XIII., XVI.

Rollins, F. W. What can a young man do?

Women's educational and industrial union (Boston). Vocations for the trained woman.

Woods, R. A. A New profession. Charities, 15: 469-476 (Jan. 6, 1906).

THE STAGE.

Dodge, G. H. and others. What women can earn.

Fowler, jr., N. C. Starting in life.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Hogarth, Janet E. and others. Education and professions.
Article by Mrs. Kendal.

Irving, H. B. The Calling of the actor. Fortnightly Review, 83: 820-829 (May, 1905).

Kilbourn, K. R. Money-making occupations for women.

Manson, G. J. Work for women.

Marlowe, Julia. Stage work and the stage aspirant. Good Housekeeping, 54: 325-332 (March 1912.)

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

Wagner, L. How to get on the stage. 1899. 792W13

STENOGRAPHY AND TYPEWRITING.

Alden, Mrs. C. W. Women's ways of earning money.

Baker, A. M. How to succeed as a stenographer or typewriter. 1888. 653B16

The author has tried to give such information and advice as will guide and assist the would-be student, the student, and the young stenographer. Some general advice and suggestions are followed by a treatment of the topics: the law reporter; the shorthand student; typewriting; newspaper reporting.

Boston (Mass.) Girls trade education league. Vocation office for girls. Bulletin no. 3. 607B74

Candee, H. C. How women may earn a living. chap. IV.

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

Kilbourn, K. R. Money-making occupations for women.

Laselle, M. A. and **Wiley**, K. E. Vocations for girls.

Manson, G. J. Work for women.

Moran, S. A. Education of the amanuensis. (In National educational association. Proceedings. 1902. pp. 691-696. R370.6N277.)

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living. chap. I.

Rollins, F. W. What can a young man do?

Saunders, F. W. Letters to a business girl. 1908. 174S25

Give practical information regarding the problems of a girl stenographer and advice and instructions as to how to win success and to avoid the pitfalls of a large city.

Stoddard, J. S. and **Yendes**, L. A. What shall I do.

Veenfliet, M. L. Education of a stenographer. (In National educational association. Proceedings. 1902. pp. 696-701. R370.6N277.)

White, Mrs. S. J. Business openings for girls. chap. VI.

STORES OR SHOPS; RETAIL MERCHANDISING.

See also Salesmanship.

Alden, Mrs. C. W. Women's ways of earning money.

Boston (Mass.) Vocation bureau. Bulletins, no. 1-7. Vocations for Boston boys. no. 5.

—— Vocations for boys: The department store and its opportunities for boys and young men. 1912. 658B74

Sets forth the nature, divisions, magnitude and growth of the occupation, personal requirements for entering it, pay and conditions of employment and such other facts as should have weight in deciding upon it as a life pursuit.

Butler, Elizabeth B. Saleswomen in mercantile stores, Baltimore, 1909. 1912. 331B98S

Presents the results of an investigation of the conditions under which women work in thirty-four of the larger mercantile stores of Baltimore. Among the topics discussed are arrangements for comfort of employees, hours of work, wages, and training in salesmanship.

Candee, H. C. How women may earn a living. chap. IX.

Cranston, M. R. The Girl behind the counter. World To-day, 10: 270-274 (March 1906).

Dodge, G. H. and others. What women can earn.

Drysdale, W. Helps for ambitious boys.

Edwards, D. F. The Department stores. (In National society for the promotion of industrial education. Bulletin no. 13. 1911. pp. 6-12. 607N27.)

Fowler, jr., N. C. Starting in life.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Higinbotham, H. N. Making of a merchant. 1906. 658H63

Gives the results of the author's thirty-eight years' experience in department store work and management.

Manson, G. J. Ready for business.

Marden, O. S. Choosing a career.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Prince, Mrs. L. W. What the schools can do to train girls for work in department stores. (In National society for the promotion of industrial education. Bulletin no. 13. 1911. pp. 12-16. 607N27.)

Richardson, A. S. Girl who earns her own living. chap. XIX.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

White, Mrs. S. J. Business openings for girls. Chapters I., II., VIII.

Women's educational and industrial union (Boston). Vocations for the trained woman.

TEACHING.

Alden, Mrs. C. W. Women's ways of earning money.

Blaine, Mrs. E. Opportunity of the teacher. (In National educational association. Proceedings. 1911. pp. 103-115. R370.6N277.)

Boynton, H. W. The Noblest of professions. Bookman, 22: 637-640 (Feb. 1906).

Candee, H. C. How women may earn a living. chap. VIII.

Dodge, G. H. and others. What women can earn.

Donner, H. Montague. Personality as a factor in teaching. (In Greenwood, J. M. ed. Successful teaching. 1906. pp. 27-38. 371G81S.)

Emphasizes the importance of character and culture for the teacher.

Drysdale, W. Helps for ambitious girls.

Fowler, jr., N. C. Starting in life.

Heitland, Mrs. M. (B.) Professional women upon their professions.

Hogarth, Janet E. and others. Education and professions.

Hyde, W. De W. Personality of the teacher. (In his College man and the college woman. 1906. pp. 247-274. 378H99.)

Kilbourn, K. R. Money-making occupations for women.

Laselle, M. A. and **Wiley,** K. E. Vocations for girls.

Manson, G. J. Work for women.

Marden, O. S. Choosing a career.

Marsland, F. Occupations in life.

Munroe, James Phinney. The Demand for a true profession of teaching. (In his New demands in education. 1912. chap. V. 370M96.)

Münsterberg, H. Vocation and learning. chap. 30.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Palmer, George Herbert. Ideal teacher. [c1910.] 371P17

Treats of the qualifications, qualities, rewards, etc., of the teacher. Also in Palmer, G. H., and Palmer, A. F. (The) Teacher. 1908. pp. 3-30. 370.4P174.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Reid, Whitelaw and others. Careers for the coming men.

Richardson, A. S. Girl who earns her own living.

Chap. XV., Kindergartening, XVI., XVII., Physical culture plus dancing and elocution.

Rollins, F. W. What can a young man do?

Stoddard, J. S. and **Yendes**, L. A. What shall I do.

Talbot, H. P. Science teaching as a career. Science, n. s. 29: 45-53 (Jan. 8, 1909).

Women's educational and industrial union (Boston). Vocations for the trained woman.

Special forms, such as vocational teaching, physical education.

TELEPHONE AND TELEGRAPH OPERATING.

Alden, Mrs. C. W. Women's ways of earning money.

Baxter, S. Telephone girl. Outlook, 83: 231-239 (May 26, 1906).

Boston (Mass.) Girls trade education league. Vocation office for girls. Bulletin no. 1. 607B74

Butler, E. B. Women and the trades.

Commander, L. K. Little talks with telegraphers. Independent, 63: 486-489 (Aug. 29, 1907).

Dodge, G. H. and others. What women can earn.

Laselle, M. A. and **Wiley**, K. E. Vocations for girls.

Manson, G. J. Work for women.

Marden, O. S. Choosing a career.

Telegraphy.

Marsland, F. Occupations in life.

Telegraphy.

New York (City). High school teachers' association. Students' aid committee. Choosing a career...for girls.

Poughkeepsie (N. Y.) Education, Board of. Choosing an occupation.

Richardson, A. S. Girl who earns her own living.
Chap. IX., Telephone operating.

Stoddard, J. S. and **Yendes,** L. A. What shall I do.

Taylor, G. Telephone girl. Survey, 24: 60-64 (April 2, 1910).

TRANSPORTATION.

County, A. J. The Desirability of a college education for railroad work. (In American Academy of political and social science (Philadelphia). Business professions. 1906. 306A512.)

Drysdale, W. Helps for ambitious boys.

Fowler, jr., N. C. Starting in life.

Hungerford, Edward. Modern railroad. 1911. 656H93
Chapters X.-XV. deal with the qualifications, work, etc., of the employees from the president down.

Marden, O. S. Choosing a career.

Reid, Whitelaw and others. Careers for the coming men.

Rollins, F. W. What can a young man do?

Thwing, C. F. College training and the business man.

II. VOCATIONAL GUIDANCE.

The books and pamphlets listed here treat the subject in a general way. A considerable number of books in the next following section deal with this subject also and a few books listed under division B of Section I. bear more or less upon vocational guidance. So these two parts of the list should also be examined for material on this subject.

Ayres, L. P. Psychological tests in vocational guidance. Pamphlet.
Reprinted from the Journal of educational psychology, April 1913. Summarizes what has been done in the two kinds of tests, one sort aiming at the selection of people for positions, the other at the selecting of positions for persons.

Barrows, Alice P. Dangers and possibilities of vocational guidance. Child labor bulletin, 1: 46 (June, 1912).

—— Report on the Vocational guidance survey. Pamphlet.
Bulletin no. 9, Public education association of the City of New York. Reprinted from the 14th annual report of the City superintendent of schools, 1912. A preliminary report of the survey made last year (Sept. 1911 to June 1912) of the question of vocational guidance in New York City.

Bloomfield, Meyer. Vocational guidance of youth. [c1911.] 607B65

One of the *Riverside educational monographs.* The director of the *Boston Vocation Bureau* sets forth the vital need of such guidance, describes the encouraging beginnings of organized efforts to secure preparation for discharging satisfactorily this duty, and explains clearly just what vocational guidance means. The Chapter headings are: The Choice of a life-work and its difficulties; Vocational chaos and some of its consequences; Beginnings in vocational guidance; Vocational guidance in the public schools; The Vocational counselor; Some cautions in vocational guidance; Social and economic gains through vocational guidance.

Davis, Jesse B. Vocational and moral guidance through English composition. Pamphlet.

Reprinted from The English journal, v. I., no. 8 (Oct., 1912). Outlines a course of English composition work made practical by connecting it with the broader purpose of vocational guidance.

—— Vocational guidance: a function of the public school. Pamphlet.

Reprinted from the Proceedings of the seventeenth annual meeting of the North central association of colleges and secondary schools, held at Chicago, March 22 and 23, 1912. Discusses conditions in and below the high school, guidance in the high school, vocational record cards, school counselors, and the function of the vocation bureau.

Gorden, Mrs. Maria M. (Ogilvie). How to guide boys and girls to suitable occupations. Pamphlet.

Published by the Educational institute of Scotland. Reprinted from the Aberdeen daily journal, Saturday, Jan. 5, 1907.

Jamestown (N. Y.) Education, Board of. Jamestown high school, report of the work of the Vocation bureau. (In Jamestown public schools; report of the Superintendent...for... 1909/10, 1910/11, 1911/12. 1912. pp. 46-51. Pamphlet.)

Leonard, R. J. Social phases of industrial life and vocational guidance.

Teachers college record, v. XIV., no. 1 (Jan. '13).

Münsterberg, H. The choice of a vocation. (In his American problems from the point of view of a psychologist. 1910. Chapter II. 814M94.)

Speaks of the haphazard methods in America, formerly, of the beginnings of vocational schools and vocation bureaus, and especially of the work the psychological laboratory can do toward aiding a youth in finding his vocation. The establishment of psychological laboratories as parts of municipal vocation bureaus is advocated.

National educational association. 50th annual meeting, Chicago, July 6-12, 1912. Proceedings. 1912. R370.6N277

Vocational guidance, by Meyer Bloomfield, p. 431; Practical arts and vocational guidance, by C. A. Prosser, p. 645; Vocational and moral guidance through English composition in the high school, by Jesse B. Davis, p. 713; The Use of the library in vocational guidance, by Jesse B. Davis, p. 1267; Vocational training old and new, by T. V. Morse, p. 994.

New York (City). High school teachers' association. Yearbook. Pamphlets.

V. 3, 1908/09, p. 65 ff., Report of Students' aid committee, E. W. Weaver, chairman. V. 4, 1909/10, The Vocational adjustment of the children of the public schools; also, Report of the Students' aid committee, E. W. Weaver, chairman. Proposes plan and organization of a central vocation bureau for New York City. V. 5, 1910/11, p. 17 ff., Vocational guidance in the high schools of New York City, E. W. Weaver. Tells what has been done.

United States. Education, Bureau of. Bulletin, no. 11, 1912. Current educational topics, no. 1. Pamphlet.

IV. Juvenile labor bureaus and vocational guidance in Great Britain, by Anna Tolman Smith. Summarizes the problem and measures adopted by British authorities to conserve and direct the future working force of the nation.

Ward, Edward, J. *ed.* Social center. 1913. 300W257

A book devoted to the advocacy of the use of schoolhouses as social centers. Chapter XVI. The Vocation center and employment bureau. Consists of brief papers by Mr. Meyer Bloomfield of the Boston Vocation Bureau and Dr. John R. Commons of the Wisconsin Industrial Commission. Mr. Bloomfield discusses mainly the vocational service of the evening school, his argument applying chiefly to urban conditions. Dr. Commons's plan contemplates the use of rural as well as urban schoolhouses as branches of a general system of employment offices.

Wilson, H. B. Responsibility of schools in enabling their students to find themselves vocationally. American education, 16: 60 (Oct. '12).

III. VOCATIONAL TRAINING.

See also under Section II.

Academy of political science, N. Y. Economic position of women. 1910. 306A16

Among the papers are: Changes in women's work in binderies, by Mary Van Kleeck; The Training of millinery workers, by Alice P. Barrows; Training for salesmanship, by Elizabeth B. Butler; The Education and efficiency of women, by Emily G. Balch; Vocational training for women, by Sarah L. Arnold, Dean of Simmons College; Training the youngest girls for wage earning, by Mary S. Woolman; Employment bureaus for women, by M. Edith Campbell. A bibliography, "A Select list of books in the English language on women in industry," by Carola Woerishoffer, is appended.

American Academy of political and social science (Philadelphia). Industrial education. 1909. 306A512. (Annals, XXXIII, no 1, Jan. 1909.)
1, Jan. 1909. 306A512.)

Besides articles on trade and industrial schools conducted in various places and on training schools conducted in connection with a number of trades and businesses, there are articles on various aspects or features of the general subject. Among these latter are: Relation of industrial education to national progress, by B. T. Washington; The Work of the National society for the promotion of industrial education, by C. D. Wright; Vocational training and trade teaching in the public schools, by J. P. Haney; The Industrial training of women, by Florence M. Marshall; The Position of labor unions regarding industrial education, by J. Golden.

American bankers' association. Education of business men; a view of the organization and courses of study of the commercial high schools of Europe, by Edmund J. James. 1898. 607A513

Gives an account of what was then being done.

American federation of labor. Industrial education, Committee on. Report, compiled and edited by Charles H. Winslow. (Senate Doc. no. 936, 62d Cong. 2d sess.)

A survey of the entire subject. Shows what is the attitude of the federation toward vocational education.

Baker, James. Report on technical and commercial education in East Prussia, Poland, Galicia, Silesia and Bohemia. 1900. 607B16

A Board of Education report to Parliament, telling what the various countries are doing and about the kinds of schools, curricula, cost, etc.

Baldwin, W. A. and others. Industrial-social education. 1903. 371.4B18

Gives an account of the inauguration and operation of the industrial work of various kinds being done as a part of the education given in the village school of Hyannis, Mass., which is used as the training school department of the Hyannis State Normal School.

Boston (Mass.) Women's municipal league. Education dept. Handbook of opportunities for vocational training in Boston. 1913.

Edited by Thomas C. McCracken, A.M.

Brown, E. E. Industrial education as a national interest. (In his Government by influence. 1910. Chapter XIII. 370.4B87.)

A paper read before the Department of superintendence of the National educational association at the Chicago meeting, February 25, 1909, and published in the Proceedings, 1909. The educational profession must be found worthy to take the lead in determining the course of our industrial education.

Carlton, F. T. Education and industrial evolution. 1908. 370.4C28

Devoted to a consideration of the educational problems which are "vitally and indivisibly connected with the social and industrial betterment of the people of the United States." Part II. deals with Actual or proposed additions to the educational system: chapter X. Industrial and trades education; XI. Technical, agricultural and commercial education; XII. The Continuation school; XV. The School of the future.

Chamberlain, Arthur H. Condition and tendencies of technical education in Germany. 1908. 607C44

A small book describing the various kinds of technical schools in operation in Germany, including continuation schools, trade schools, secondary technical schools, schools for building trades, schools for the textile trades, higher technical schools, and schools of industrial arts or art trade schools.

—— Standards in education, with some consideration of their relation to industrial training. c1908. 370.4C44

Chapter III. Industrial training; its aim and scope.

Chicago (Ill.) City club of Chicago. Committee on public education, 1910-11. Report on vocational training in Chicago and other cities. 1912. 607C53

"An analysis of the need for industrial and commercial training in Chicago, and a study of present provisions therefor in comparison with such provisions in twenty-nine other cities, together with recommendations as to the best form in which such training may be given in the public school system of Chicago."

Chicago (Ill.) Commercial club. Vocational education in Europe; report to the Commercial club of Chicago, by Edwin G. Cooley. 1912. 607C53C

The former superintendent of schools of Chicago was employed by the club to make an investigation of the vocational schools of Europe. Mr. Cooley spent a year in Europe, devoting special attention to the study of German systems. This report embodies the results of his observations and investigations, describing some of the typical vocational schools studied. A bibliography, mostly of German titles, precedes the table of contents. Especially Chapter II. Survey of vocational education in Germany; VI. Vocational guidance; XVII. Training of vocational teachers in Germany.

Consumers' league of Connecticut. (A) Glance at some European and American vocational schools for children from twelve to sixteen years of age. 1911. 371.4C75

Gives the results of an investigation made by the League, September, 1909-February, 1910, presenting the work and courses of study. "The American situation," pp. 50-59.

Cooley, Edwin G. Need of vocational schools in the United States: a statement. 1912. 371.4C774N

A pamphlet published by the Commercial club of Chicago. Indicates what he believes to be the proper field for public vocational schools. Discusses the need of them, outlines an ideal system of schools and shows what we lack, a system of supplemental schools. There is a brief paragraph on vocational guidance, provision for which, he says, should be included in the system outlined. Repeats many things from his reports to the club.

—— Some continuation schools of Europe. n. d. 371.4C774

Reprinted from Vocational education. Three articles dealing with certain German, English and Scottish schools investigated by the author.

Crawshaw, F. D. Manual arts for vocational ends. 1912. 371.4C91M

The author has urged upon his hearers in classroom and lecture-room the need of a reorganization and an extension of the manual arts to meet the needs of the newer education. Three of the six chapters of this book are devoted to a discussion of the organization and teaching of the manual arts in the elementary and grammar grades and in the high school.

Davenport, E. Education for efficiency; a discussion of certain phases of the problem of universal education, with special reference to academic ideals and methods. 1909. 370.4D24

A contribution to the study of the problem of where to find the golden mean between technical instruction and the instruction that is not clearly and directly utilitarian. Part I., chapter 1., Education for efficiency. The author's thesis is that universal education must contain a large element of the vocational. Other chapters deal with industrial education with special reference to the high school, the educative value of labor, and the culture aim in education.

Davis, B. M. Agricultural education in the public schools. 1912. 371.4D26

"A study of its development with particular reference to the agencies concerned."

Dean, A. D. Industrial education considered in its relation to the high school problem. 1910. 371.4D28I

The author's contention is that the boys and girls who intend to enter industrial or commercial life should have as much done for them and have their training as definitely done as is now the case in these respects for those who follow the college preparatory course. He affirms, further, that industrial education, if it is to reach the largest number and do the most effective service is not entirely a high school problem, but demands also the establishment of an intermediate industrial school.

—— (The) Worker and the state; a study of education for industrial workers. 1910. 371.4D28

A comprehensive treatment of the subject of industrial education, setting forth what the state by education should do for the worker.

Dopp, Katherine E. Place of industries in elementary education. [1910c02.] 372D69P

Designed to make clear that there is a closer relation than is usually recognized between the attitudes of the child and the serious activities of society in all ages. Considers the several stages of industrial development in the race with reference to the educational significance of each and the successive periods in the development of the child.

Draper, A. S. American education. 1909. 379D76A

Part IV., chapter I., Education for efficiency. Advocates the establishment of business, factory and trades schools to be integral parts of the public school system following and supplementing the common, elementary school.

—— Our children, our schools and our industries. 1908. 607D76

An address delivered by the late commissioner of education of New York State before the State Educational Association at Syracuse, Dec. 27, 1907. It is a discussion of the value and need of trade schools, reviewing what other countries are doing and making recommendations as to the establishment of schools for teaching trade vocations, and as to the introduction of some phase of industrial work into the elementary schools. Also in Education Dept. Report, 1909.

Dutton, S. P. Social phases of education. 1899. 370D98

Chapter on "The Relation of education to vocations," p. 143 ff. Discusses what education ought to do in this connection, demanding the trade school and state support.

Forbush, William Byron. Coming generation. 1912. 170F69C

Chapter XIV. Vocational training and guidance. Tells why it is a present necessity and describes briefly the German method of vocational training, the steps of progress in this country in vocational training, and what is being done in vocational guidance.

Garber, J. P. Annals of educational progress in 1910; a report upon current educational activities throughout the world. 1911. 370G21

Chapter I. Vocational education. Among the topics treated are: The Present status of the problem; The Demand for vocational education; The Place of vocational training in essential education and the organization, methods, and administration of vocational work.

—— Current educational activities; a report upon education throughout the world; being the 1911 volume of "The Annals of educational progress." 1912. 370G21C

Part II., Chapter III. Developments directly affecting the public schools. Vocational education, p. 97. The topics dealt with are: Vocational education in the United States and in Europe, protests against vocational education, and vocational guidance.

Gillette, John M. Vocational education. c1910. 607G47

The field of education explicitly involved in this study is that of the elementary public schools. The work is divided into three parts: I. The Educational renaissance, in which the vocational movement and concept, some accomplished results and the reaction on education and the school are discussed. II. Social demands of education, in which the object of education is discussed. III. Methods of socialization, in which the methods and programmes of vocational training are dealt with.

Hailman, W. N. German views of American education, with particular reference to industrial development. (U. S. Bureau of Education. Bulletin, no. 2, 1906.) Pamphlet.

Collated from the reports of the Royal Prussian industrial commission of 1904, which visited this country. Gives a summary of the commission's impressions, which include some strictures.

Haney, J. P. Vocational training and trade teaching in the public schools. [c1909.] 371.4H23

Reprinted from the Annals of the American academy of political and social science for January, 1909. Discusses briefly the subject generally, the curriculum for vocational schools, trade teaching for those already in the trade, continuation schools for apprentices and the day trade school.

Hanus, Paul H. Beginnings in industrial education, and other educational discussions. 1908. 607H25

The first part only is pertinent. It is a series of discussions of an important step forward in vocational education, under state auspices. I. Industrial education, a paper printed in the Atlantic Monthly, Jan. 1908. II. Industrial education under state auspices in Massachusetts. III. What kind of industrial school is needed? IV. Industrial education and social progress. These three are addresses delivered by Professor Hanus as Chairman of the Massachusetts Commission on Industrial Education. V. The Industrial continuation schools of Munich, written after a winter's residence in the Bavarian capital.

Haskins, Charles Waldo. Business education and accountancy; edited by F. A. Cleveland. 1904. 657H351

The late dean of the New York University School of Commerce, Accounts and Finance discusses in this volume the subjects of business training, the scope of banking education, the possibilities of the profession of accountancy and various other matters connected with accountancy.

Herrick, C. A. Meaning and practice of commercial education. 1904. 607H56

The author discusses the definition, place, possibilities and value of commercial education and describes what is being done in foreign countries and by private and public secondary and higher commercial schools in the United States. His plea is much more largely for rational changes in existing schools than for the founding of new schools.

Hodge, G. B. Association educational work for men and boys. c1912. 370H68. (Young men's Christian association. International committee. Educational dept. [Publications.])

Chapter VIII. Vocational training.

Jones, Arthur J. Continuation school in the United States. (U. S. Bureau of Education Bulletin, no. 1, 1907.) Pamphlet.

The continuation school is defined as any type of school which offers to people while they are at work opportunity for further education and training. Chapter III. summarizes Agencies for supplementary education in other countries; Chapter IV. deals with the different types of continuation schools, such as evening schools, Y. M. C. A. and Y. W. C. A. classes, and correspondence schools; Chapter V. describes the kind and amount of instruction given in continuation schools; Chapter VI. is on the Place and purpose of the continuation school.

Judson, Harry P. Higher education as a training for business. c1896-1911. 378J93

President Judson sets forth considerations, which, in his opinion, prove that a college education will fit men to be more efficient in business than they would be without it and also will give them so much wider a comprehension of society and life as to enable them to be useful and to find interest in a multitude of ways not usual with men who lack such an education.

Kerschensteiner, Georg. Education for citizenship. 1911. 379K41

A translation of a prize essay by the director of the public schools of Munich. It is a discussion of a new departure in German educational policy, the preparation of youth for the duties of citizenship, especially by means of continued education. The author's thesis is that the school must endeavor to impart a civic and moral ideal. The aim, the present conditions, the various educative forces, etc., are described and discussed.

—— Three lectures on vocational training. 1911. 371.4K41

These three lectures were delivered in America under the auspices of the National society for the promotion of industrial education. I. The Fundamental principles of continuation schools. II. The Organization of the continuation school in Munich. III. The Technical day trade schools in Germany.

King, Irving. Social aspects of education. 1912. 370K52

This is a book of sources and original discussions, with annotated bibliographies, and is designed to give "a broad and suggestive view of education in its more evident social relationships and more specifically with reference to its relations to social progress." Chapter IX. Industrial and vocational education, its social significance, pp. 144-176. (a) The Fundamental principles of contmuation schools, by G. Kerschensteiner. (b) Past, present, and future of industrial education, by A. D. Dean. (c) Summary on industrial and vocational education. (d) Problems for further study and discussion. (e) Bibliography on vocational and industrial education. Chapter X. Vocational direction, one of the larger social functions of education. (a) Vocational direction a social necessity. (b) Report of the Students' aid committee of the High school teachers' association of New York, by E. W. Weaver. (c) Problems for further study. (d) Bibliography, "References on vocational guidance."

Leavitt, F. M. Examples of industrial education. 1912. 371.4L43

Brings together accounts of several examples of public industrial schools and classes. Chapter X. Prevocational work in grades 6-8. XII. Vocational high schools. XVI. Vocational guidance. Included in XVI. is a paper by Stratton D. Brooks, formerly superintendent of public schools, Boston, on vocational guidance, in which the writer distinguishes between vocational placement, the fitting a job to the attainments that a boy now has and vocational guidance, the fitting a boy to a job that he will at some future time be able to fill, if he follows the course of instruction outlined by his vocational adviser. He mainly describes what has been done in Boston in this direction. The same chapter gives the plan of the Central High School, Grand Rapids, Michigan, as developed by Principal Jesse B. Davis and gives the list of books on vocational guidance prepared by the Public Library of that city.

McKeever, William A. Training the boy. 1913. 170M154

Industrial training is treated in part one. Part four: Vocational training; Chapter XVI. The New vocational ideal. XVII. Methods of vocational guidance. XVIII. Vocational training school for boys. XIX. Getting started in business.

Maine. Industrial education committee. Report, 1910. 1910. 607M22

This is a report of an investigation of systems of industrial education in other States and countries, which the State Superintendent of Schools was authorized to make by the Legislature of 1909 in order to give members of the Legislature and citizens a general survey of industrial education plans as thus far formulated and to present to them illustrative instances of schools actually established together with recommendations for the introduction and extension of similar plans in Maine.

Massachusetts. Education, Board of. Information relating to the establishment of state-aided vocational schools. (Bulletin no. 3, Dec. 1, 1911). Pamphlet.

Tells what such schools are and describes their establishment, administration, courses of study, methods of teaching, etc.

—— Massachusetts state-aided vocational education. Pamphlet.

Bulletin no. 2, 1913. Reprinted from the 76th report of the board. Briefly outlines the progress and present situation, describes the work, makes recommendations as to additional legislation, etc.

Massachusetts. Industrial and technical education, commission on. Report...submitted in accordance with resolve approved May 24, 1905; April, 1906. 1906. 371.4M41I

Summarizes what is being done in the matter of industrial education in Europe, and gives conclusions and recommendations. The present status of vocational training in Massachusetts, pp. 14 and 15. In the appendix is an article on Industrial education in Europe, two addresses on trade education in England by Englishmen, and a letter describing the evening trade school in Springfield, Mass.

Michigan. Industrial and agricultural education commission. Report...to the governor, superintendent of public instruction and commissioner of labor, Lansing, December, 1910. [1910.] 371.4M62

Besides reports on the two kinds of education, recommendations, etc., there is a summary of the present condition of German industrial education.

Michigan political science association (Ann Arbor). Convention of educators and business men for the discussion of higher commercial education. 1903. 607M62

Papers and discussions on the relation of commercial education to the general educational system and to industrial organizations, the educational requirements of practical business life, the extent to which and the manner in which students of commerce should study science, etc.

Munroe, James Phinney. New demands in education. 1912. 370M96

Chapter I. The Grievance of the average boy against the average school. VI. The Demand for vocational training. VII. The Pressing need for industrial education. VIII. The Demands of business. Takes up various demands and gives valuable advice and suggestions concerning them, the main contention being that our educational system needs overhauling and readjusting so that it may better meet the fundamental demand for physically, mentally and morally efficient citizens.

Münsterberg, H. Psychology and industrial efficiency. 1913. 150M94P

Analyzes for the teacher, with general discussions of principles, the results of psychological experiments performed in connection with many spheres of economic life, and aims to sketch the outlines of a new science, in which the psychological experiment is systematically to be placed at the service of commerce and industry. Is divided into three parts: I. The Best possible man. II. The Best possible work. III. The Best possible effect. In part I., especially, Chapter IV. Vocation and fitness; chapter V., Scientific vocational guidance.

—— Psychology and the teacher. 1909. 371.3M94

Deals with the practical value of modern psychology as applied to daily life, showing how education has to prepare for the later vocational life, not only by furnishing knowledge and professional training but, most of all, by arousing enthusiasm and idealism. Especially Chapter IX. The Aims of education.

—— Vocation and learning. c1912. 150M94V

"An analysis of the inner demands of our occupations and professions." In Part I., Happiness, especially Chapter 3, The Meaning of vocation; 4, The Choice of vocation; 5, The Preparation for a vocation; 6, Knowledge and training; 7, The Vocational purpose. Part IV., Vocation, chapter 24, The Chief types of vocation; 25, The Occupations of the American nation; 26, The Vocations of women; 27, The Engineer; 28, The Farmer; 29, The Business man; 30, The Teacher; 31, The Domestic worker; 32, Secretaries, librarians, writers; 33, The Physician; 34, The Lawyer and the politician; 35, The Architect.

National association of education officers. Education in relation to industry. 1912? 607N277

"A report on technical, trade, applied art, manual training, domestic, commercial and public schools in Canada and the United States," by a commission of four on behalf of the association.

Under the first part, "Report on industrial education," section I. deals with vocational education and section II. with types of industrial schools in the United States. This is followed by a "Report on commercial education," etc.

National educational association. Report of the Committee on the place of industries in public education to the National council of education, July, 1910. 1910. 371.4N27R

The Industrial factor in social progress, by F. T. Carlton; The Industrial factor in education, by E. N. Henderson; History of industrial education in the United States, by C. R. Richards. There is included "A Selected bibliography on industrial education," by H. D. Brundage and C. R. Richards.

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New York (State). Education dept. Annual report, No. 6, 1908/9. R397N56E

Title IV: Vocational schools, by A. D. Dean, pp. 517-541. Tells what has been done in the State and what needs to be done.

—— Report on the industrial schools of Hamburg and Altona, with references to Harburg and Blankanese, by Harry B. Smith. 1911. Pamphlet.

A sketch of the organization and general working of the industrial continuation schools, touching to a considerable extent upon those minor details that are contributing to their success.

—— Vocational schools, by A. D. Dean. (From 8th annual report). Vocational schools, by A. D. Dean. (From 9th annual report). Pamphlets.

—— Review of legislation, Oct. 1, 1906, to Oct. 1, 1908. Pamphlet.

Pt. 2: Vocational education, by A. D. Dean, pp. 191-208. Explains what vocational education is, discusses its phases, and summarizes the laws on the subject passed in various States.

Ontario. Education dept. Education for industrial purposes; a report by John Seath. 1911. 371.4O59

Includes: Industrial schools, recommendations.

Page, C. S. Vocational education. Congressional record, 48: 8475-8496 (June 11, 1912).

A speech by a senator from Vermont in the Senate of the United States.

Perry, jr., Arthur C. Outlines of school administration, 1912. 371P460

In chapter IV. there is a brief statement of the aim of vocational schools and education. Chapter XVI., Vocational education, gives further general discussion of the subject and schedules of vocational courses of various grades in the United States and foreign countries. Summaries are also given of what has been or is being done in vocational education in England, France, Germany and the United States (see index).

Person, Harlow S. Industrial education; a system of training for men entering upon trade and commerce. 1907. 607P46

Part I. The Need of a system of industrial education in the United States. Part II. An Outline of a system of industrial education for the United States. The author, who is director and assistant professor of commerce and industry, The Amos Tuck School of Administration and Finance, Dartmouth College, in this essay shows how the efficiency of the superior physical resources of the United States is impaired by the absence of industrial education and outlines a system of industrial education adapted to the existing educational system and to the nature of the services for which it is intended to train.

Rhode Island. Public Schools, Commissioner of. ...Special report of the commissioner of public schools relating to industrial education as authorized by a resolution of the General assembly, approved April 20, 1910. Presented to the General Assembly, March 28, 1911. 1911. 607R47

Among the subjects dealt with are: Types of industrial education, what is being done in that direction in the United States and in foreign countries, the status of vocational education in Rhode Island and the State's demand, needs and opportunities for industrial education. Recommendations are made.

Richards, C. R. Industrial training, a report on conditions in New York State. (In New York (State). Labor dept. Annual report, no. 8 [v. 2]. 1909. R331N56.)

A general summary is followed by sections on the conditions of entrance and advancement in individual industries, on the attitude of labor unions toward industrial and trade schools, on comments by employers on industrial training, on the State laws regarding industrial education, apprenticeship, etc., on institutions offering courses in industrial training, and on other kindred matters.

Righter, L. Educational survey preparatory to organization of vocational education. Teachers college record, v. XIV., no. 1 (Jan. 1913).

Sadler, M. E. ed. Continuation schools in England & elsewhere; their place in the educational system of an industrial and commercial state. 1907. 370S12

Chapter XXII. Evening schools in the United States, by William Scott (Liverpool); Chapter XXIII. The Trend towards industrial training in continuation schools in New England, by M. E. Sadler.

Smith, William Hawley. All the children of all the people. 1912. 370S66

A plea for adapting education to the personal equation, or for making our schools fit our children and not our children fit our schools. Chapter XIX. What is education? Who are educated men? XX. What education must do for a child. Our school work, the author argues, must train hands as well as heads and since the great bulk of our people must labor with their hands it is the duty of our schools to fit our children also for their particular work in life.

Snedden, David. Problem of vocational education. c1910. 371.4S67

The Massachusetts commissioner of education in this monograph outlines "such a measure of our educational experience in vocational training, as may be conservatively presented at the present time...with suggestive interpretations and clarifications of the necessary terminology."

Suzzallo, Henry. School of to-morrow. (In Chicago (Ill.) Child welfare exhibit, 1911. 1912. 360C53.)

Speaks of the necessity of adding vocational training in the school of the future and has a short paragraph on the basis of vocational guidance.

Sykes, Frederick H., **Bonser,** Frederick G. and **Brandon,** Henry C. Industrial education. 1911. 371.4S98

Teachers college record, v. XII., no. 4. I. Industrial arts education and industrial training, by Sykes. II. Modifications within public or general school programs to meet industrial needs, by Bonser. III. The cost of industrial education in the United States; a study of fifty typical schools, by Brandon.

Thwing, C. F. College training and the business man. 1904. 378T54C

The purpose of the book is to present the advantages which banking, transportation, insurance, and general administration may receive from the college and also to illustrate some advantages which the college may give to man as man.

United States. Commerce and Labor, Dept. of. Industrial education. (25th annual report of the Commissioner of labor, for 1910.)

Chapter III. Public industrial schools, pp. 14-15, definition of vocational schools, pp. 106-115, Vocational schools of New York, pp. 230-232, Vocational schools, evening. Chapter XV., pp. 411-497, is on Vocational guidance. Explains what it is and tells what has been done in New York and Boston.

United States. Commissioner of Labor. Seventeenth annual report: Trade and technical education. 1902.

Summarizes what was then being done in the United States, Austria, Belgium, Canada, France, Germany, Great Britain, Hungary, Italy, and Switzerland. Chapter II. discusses the attitude of employers, graduates of trade and technical schools, and labor unions in the United States toward trade and technical education.

United States. Education, Bureau of. Report of the commissioner of education, 1909/10, v. 1. R379U58

Chapter III. Industrial education in the United States. VIII. The Prussian system of vocational schools from 1884 to 1909. Also in pamphlet form.

United States. Statistics, Bureau of. Industrial education and industrial conditions in Germany. 1905. (Special consular reports, v. 33.) Pamphlet.

The first part describes the different kinds of schools.

Ware, Fabian. Educational foundations of trade and industry 1901. 370.9W2

A philosophic study of the subject, one of the International education series of books, by an English scholar. It is designed especially to lay before the British public an account of the educational foundations of foreign trade and industry, but will be useful to the public of the United States in putting before it the object lesson of the systematic and efficient efforts of France and especially of Germany in putting into practice their educational intentions in these directions in their schools.

Weeks, Ruth Mary. People's school; a study in vocational training. 1912. 371.4W39

The object of this book, as set forth by the author is: "To explain why,...the attendance in our upper grades is so small; in what points our schools fail to meet the needs of our people; and how the courses of instruction may be made more practical and thus hold children in school until such time as they are better trained for citizenship." "I will also attempt to place the movement for trade education in relation to other social movements of the day." "The discussion will be illustrated by a comparison with foreign methods, based on personal investigations of French and German schools." Chapter XII. Choosing a vocation.

Whitfield, Edward E. Commercial education in theory and practice. 1901. 607W5

Wisconsin. Industrial and agricultural training commission Report of the Commission upon the plans for the extension of industrial and agricultural training. Submitted to the governor January 10, 1911. 1911. 371.4W8

Part II. deals with Industrial education, summarizing what has been done elsewhere, etc.; Part III. treats of Agricultural education, its value present conditions of teaching in the State, etc.

Wisconsin. Industrial education board. Bulletin, no. 1-6 1912. 607W8

No. 3. Industrial education: the impending step in American educational policy; its significance for the boy, the parent, the community the state, the nation, by H. E. Miles. No. 4. The Education of the girl; the necessity of fitting her education to her life, by L. D. Harvey No. 5. Industrial and continuation schools; their foundation, organization, and adjustment to the life of the community, by L. E. Reber. No 6. Manual arts; public school manual arts an agency for vocational education, by F. D. Crawshaw. These are papers read before various educational meetings.

Women's industrial council (London). Technical education for women and girls at home and abroad. [1905?] 396W8

A pamphlet in which the trade education of girls in France, Switzerland, Germany, Italy, Belgium, London, and New York (The Manhattan Trade School) is described.

Woolman, Mary S. Making of a trade school. 1910. 607W91

Describes the organization, work, problems, and equipment of The Manhattan Trade School for Girls, New York City. Also in Teachers College Record, v. X., no. 4 (Sept. '09).

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Wright, Carroll D. Apprenticeship system in its relation to industrial education. 1908. 607W94. (U. S. Bureau of Education. Bulletin, no. 6, 1908.)

Gives an account of the apprenticeship system as practiced in various factories in various States, and describes certain ways in which the desired combination of schooling and apprenticeship may be effected.

Young, Mrs. E. (F.) Vocational craze. Journal of education, 77: 10 (Jan. 2, '13).

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